



## Workflow Government Printing Office

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## Workflow Government Printing Office

### Introduction and Overview Workflow

Workflow capabilities enable you to efficiently automate the flow of information throughout your enterprise, crossing both application and functional boundaries.

**EmpowHR** workflow technology consists of a powerful set of tools that enables you to automate time-consuming business processes and deliver the right information to the right people at the right time.

You can merge the activities of multiple users into flexible business processes to increase efficiency, cut costs, and keep up with rapidly changing customer and competitive challenges.

Many of the tasks that you perform throughout the day are part of larger tasks that involve several steps and several people. For example, when you hire an employee, you are really initiating an approval process; someone else reviews the hire and either approves or denies it.

If the hire is approved, additional information is sent to the processor. If it is denied, notification is sent back to the person who submitted the original request to hire. The term workflow refers to this larger process.

Using **EmpowHR** workflow technology requires you to define, step by step, your **business processes**. The first step in implementing your workflow application is determining the **business rules** of your organization.

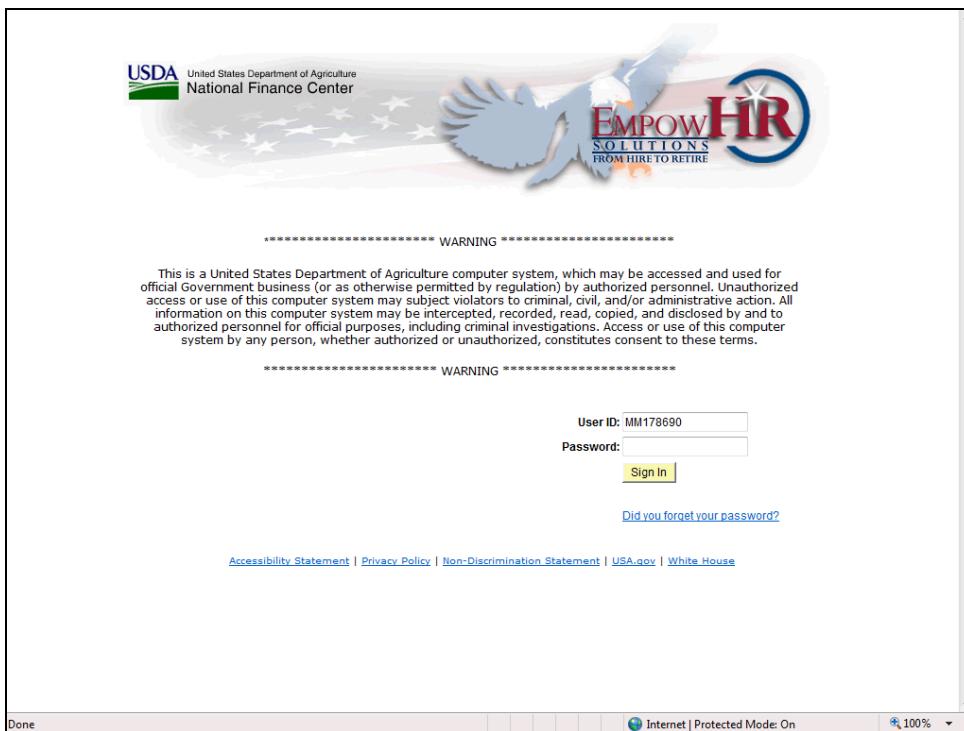
This step involves taking fluid, subtle, and sometimes controversial practices and defining explicit rules of operation. The trick to this step is in walking a tightrope: your business rules must be specific enough to give you a solid understanding of your project goals, but not so specific that they predefine a single solution -- one that might be impossible to implement, or that does not provide needed flexibility.

### Lesson 1: Hire Workflow

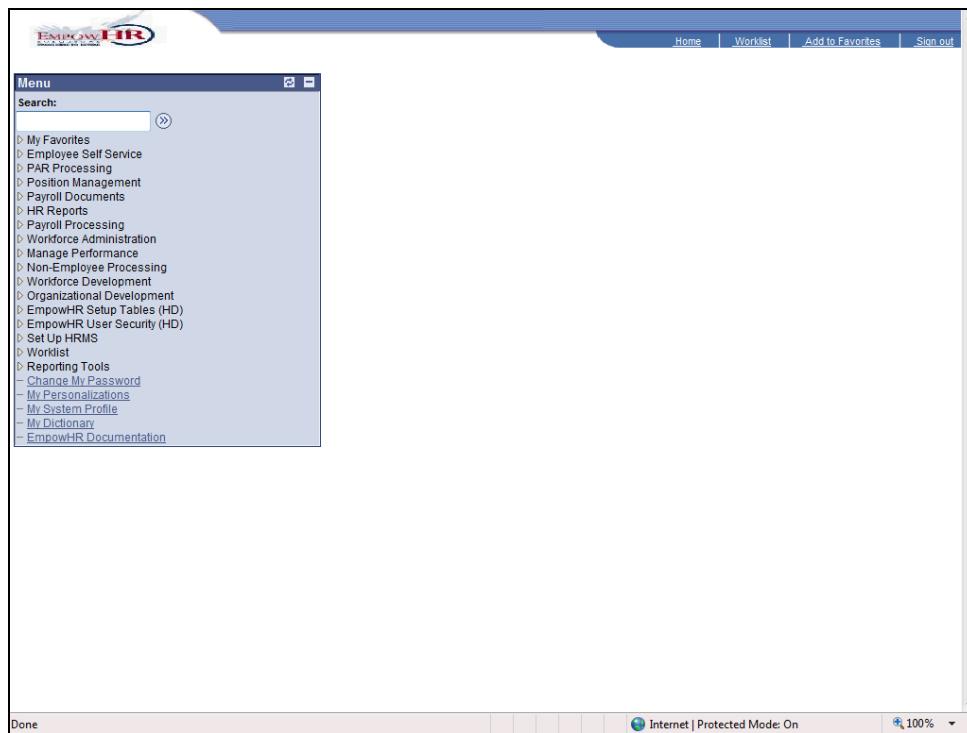
The new hire workflow is used to create a manageable hiring process. Creating workflow for the process of hiring new employees simplifies your procedures. It also enables your staff to monitor their individual workloads, and there is no second guessing your approval process.

#### Initiator

This topic demonstrates the Initiator hiring workflow.



Step	Action
1.	Click the <b>Sign In</b> button. 
2.	Once you log in your name will appear at the top of the page.



Step	Action
3.	Click the <b>PAR Processing</b> link. <a href="#">PAR Processing</a>
4.	Click the <b>Hire Employee</b> link. <a href="#">Hire Employee</a>

Hire Employee USF

Add a New Value

EmplID:

Empl Rcd Nbr:

**Add**

Done

Step	Action
5.	Click the <b>Add</b> button.  

The screenshot shows the EmpowHR Data Control interface. On the left is a navigation menu with sections like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, etc. The main area is titled 'Data Control' and shows a form for 'PAR Processing - Hire Employee'. The 'Effective Date' field is highlighted with a yellow background. Other fields include 'Auth Date' (01/22/2009), 'Contact EmplId' (empty), 'Action' (HIRE), 'PAR Status' (INH), 'Reason Code' (empty), 'NOA Code' (empty), 'Authority (1)' (empty), 'Authority (2)' (empty), 'NTE Date' (empty), and 'PAR Request #' (empty). Buttons at the bottom include 'Print SF-52', 'Print SF-50', and 'Add Attachment'. At the very bottom, there are links for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data.

Step	Action
6.	Enter the desired information into the <b>Effective Date</b> field. Enter a valid value e.g. " <b>01042009</b> ".
7.	Press <b>[Tab]</b> .
8.	Click the <b>Look up Reason Code (Alt+5)</b> button. 

**Look Up Reason Code**

[Cancel](#)

**Search Results**

View All	First	1-9 of 9	Last
<b>Agency Type Action Reason Code Description</b>			
Federal	HIR	CNV	Conversion Hire
Federal	HIR	EXC	Excepted Service
Federal	HIR	NPS	Permanent Position
Federal	HIR	SEA	Seasonal
Federal	HIR	TMA	Term Appointment
Federal	HIR	TMP	Temporary Appointment
Federal	HIR	TRN	Trainee
Federal	HIR	VIC	Vice
Federal	HIR	XFR	Transfer from Agency

Internet | Protected Mode: On      100%

Step	Action
9.	Click the <b>NPS</b> link.  <span style="border: 1px solid blue; padding: 2px;"><a href="#">Federal</a>    <a href="#">HIR</a>    <a href="#">NPS</a>    <a href="#">Permanent Position</a></span>

Step	Action
10.	<p>Click the <b>Personal Data</b> tab.</p> <p style="text-align: center;"><a href="#">Personal Data</a></p>

Personal Data

EmplID: NEW      Empl Rcd#: 0

Effective Date: 01/04/2009 Transaction# Seq: 1      PAR Status: On INI to Medical

NOA Code: Action Type: Hire      Empl Status: Active

**Name**

First: [ ]      Middle: [ ]  
 Last: [ ]      Suffix: [ ]  
 Name:  
 Pref First Name: [ ]

**Citizenship Status**

Gender:  Male     Female  
 Draft Status: [ ] \*Country:  USA      United States

\*Date of Birth: [ ] \*Citizenship:  1      US Citizen/Naturalization

Disability Code: 05      No Handicap      RNO: [ ]  
 Date of Death: [ ]

**ERI Code**

Hispanic     Native American     Asian     African American     Hawaiian Pacific Islander     White

[Additional Birth Info](#)    [Address Info](#)    [Phone Nbrs](#)    [Veterans Info](#)    [Marital Info](#)    [Education Details](#)

Country:  USA      \*Type/Description: PR      SSN: [ ]

Step	Action
11.	Enter the desired information into the <b>SSN</b> field. Enter a valid value e.g. " <b>502413999</b> ".
12.	Enter the desired information into the <b>First</b> field. Enter a valid value e.g. " <b>Kenneth</b> ".
13.	Enter the desired information into the <b>Middle</b> field. Enter a valid value e.g. " <b>J</b> ".
14.	Enter the desired information into the <b>Last</b> field. Enter a valid value e.g. " <b>Hankerson</b> ".
15.	Enter the desired information into the <b>Pref First Name</b> field. Enter a valid value e.g. " <b>Hank</b> ".
16.	Click the <b>Male</b> option. <input checked="" type="radio"/> Male
17.	Enter the desired information into the <b>Date of Birth</b> field. Enter a valid value e.g. " <b>01201978</b> ".
18.	Press <b>[Tab]</b> .
19.	Click the <b>Address Info</b> link. <a href="#">Address Info</a>

The screenshot shows the EMPOWHR software interface with a sidebar menu on the left and a main 'Enter Address Information' dialog box on the right. The sidebar menu includes sections like My Favorites, Employee Self Service, PAR Processing, Hire Employee, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main dialog box has fields for 'EmplID: NEW', 'Effective Date: 01/04/2009', 'Record Origin: HR Entered Online', and 'Transaction Status: In Progress'. It also contains sections for 'Home Address' and 'Check Mailing Address' with various address fields.

Step	Action
20.	Enter the desired information into the <b>Address 1</b> field. Enter a valid value e.g. " <b>123 Lost Lane</b> ".
21.	Enter the desired information into the <b>Address 2</b> field. Enter a valid value e.g. " <b>Bldg3</b> ".
22.	Press <b>[Tab]</b> .
23.	Enter the desired information into the <b>Address 3</b> field. Enter a valid value e.g. " <b>Apt101</b> ".
24.	Enter the desired information into the <b>City</b> field. Enter a valid value e.g. " <b>New Orleans</b> ".
25.	Press <b>[Tab]</b> .
26.	Enter the desired information into the <b>Zip Code</b> field. Enter a valid value e.g. " <b>70101</b> ".
27.	Click the <b>OK</b> button. 

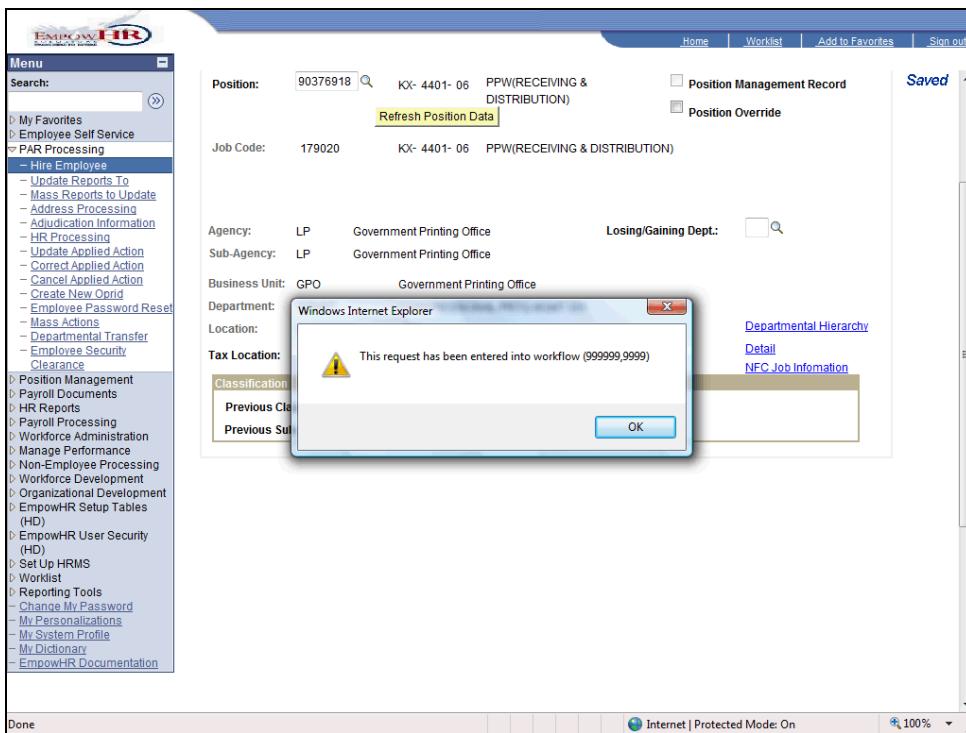
The screenshot shows the EmpowHR software interface. The left sidebar contains a navigation menu with sections like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main content area has tabs at the top: Data Control, Personal Data (which is selected and highlighted in yellow), Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. Below the tabs, there's a section for Personal Data with fields for EmplID (NEW), Empl Rcd# (0), Effective Date (01/04/2009), Transaction# Seq (1), PAR Status (On INI to Medical), NOA Code, Action Type (Hire), Empl Status (Active), Name (First: KENNETH, Middle: J, Last: HANKERSON, Suffix dropdown), Gender (Male), Draft Status (dropdown), \*Country (USA, United States), Citizenship (1, US Citizen/Naturalization), \*Date of Birth (01/20/1978), Disability Code (05, No Handicap), RNO (checkbox), Date of Death (empty), ERI Code (checkboxes for Hispanic, Native American, Asian, African American, Hawaiian Pacific Islander, White), and Additional Birth Info, Address Info, Phone Nbrs, Veterans Info, Marital Info, Education Details tabs. At the bottom, there are fields for Country (USA), \*Type/Description (PR), and SSN (502413999). A status bar at the bottom right indicates Internet Protected Mode: On and a zoom level of 100%.

Step	Action
28.	Click the <b>Job</b> tab.  <b>Job</b>

The screenshot shows the EMPOWHR software interface for the Government Printing Office. The left sidebar contains a navigation menu with sections like 'My Favorites', 'Employee Self Service', 'PAR Processing', 'Position Management', 'Payroll Documents', 'HR Reports', etc. The main window displays a 'Job Data' screen for a new employee. Key fields include:

- EmplID:** NEW
- Empl Rcd#:** 0
- Effective Date:** 01/04/2009
- NOA Code:** [redacted]
- Action Type:** Hire
- PAR Status:** On INI to Medical
- Empl Status:** Active
- Position:** [redacted] - Refresh Position Data
- Job Code:** [redacted]
- Agency:** [redacted]
- Sub-Agency:** [redacted]
- Business Unit:** GPO
- Department:** Government Printing Office
- Location:** [redacted]
- Tax Location:** [redacted]
- Classification:** Previous Class Action: [redacted]
- FY:** [redacted]
- Links:** Position Management Record, Position Override, Departmental Hierarchy, Detail, NFC Job Information

Step	Action
29.	Enter the desired information into the <b>Position</b> field. Enter a valid value e.g. " <b>90376918</b> ".
30.	Click the <b>Save</b> button. 



Step	Action
31.	Click the <b>OK</b> button. 
32.	Click the <b>OK</b> button. 

The screenshot shows the EMPOWHR software interface. On the left is a vertical menu bar with various HR-related options. The main content area displays detailed information about a job position:

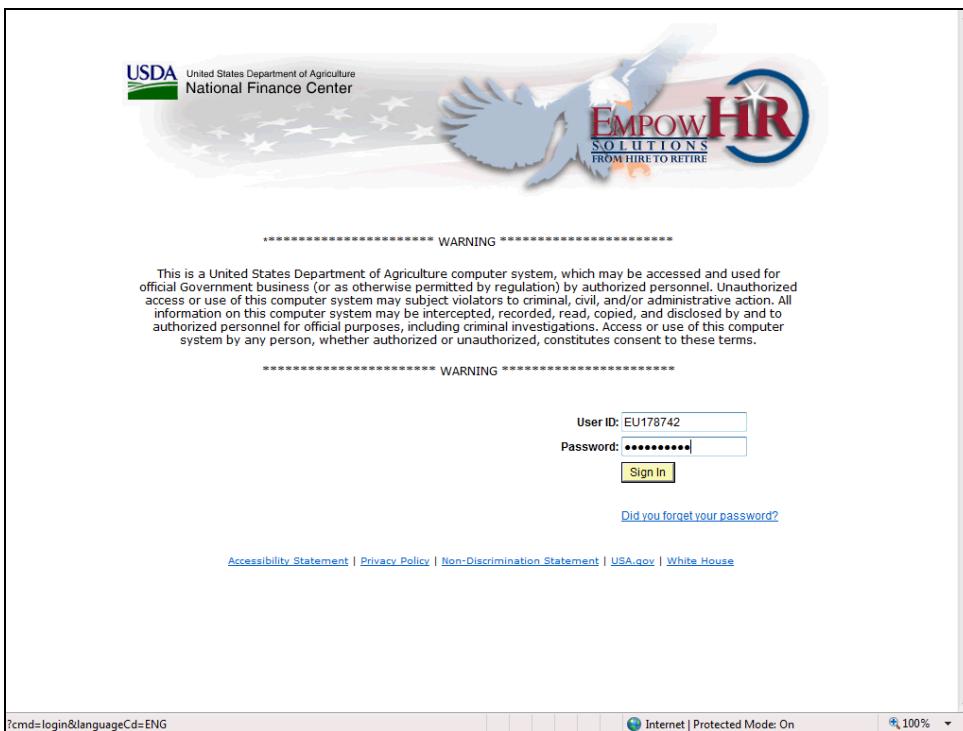
- Position:** 00376918 (KX- 4401- 06 PPW(RECEIVING & DISTRIBUTION))
- NFC Position #:** 01658221 (Refresh Position Data)
- Job Code:** 179020 (KX- 4401- 06 PPW(RECEIVING & DISTRIBUTION))
- Master RCD #:** 40530
- Agency:** LP (Government Printing Office) **Losing/Gaining Dept.:**
- Sub-Agency:** LP (Government Printing Office)
- Business Unit:** GPO (Government Printing Office)
- Department:** 938457 (CONGRESSIONAL PRTG MGMT DIV LP1542000000000000)
- Location:** 110010001, DC
- Tax Location:** FY: 2009
- Classification:** Previous Class Action dropdown, Previous Sub-Agency search input.

At the bottom right of the interface, there are links for "Departmental Hierarchy", "Detail", and "NFC Job Information". The status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Step	Action
33.	Click the <b>Sign out</b> link.  
34.	This completes <b>Initiator</b> workflow. <b>End of Procedure.</b>

## Medical

This topic demonstrates medical workflow.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Worklist</b> link.  <a href="#">Worklist</a>

Worklist for EU178742: Erica Underdown

Work List Filters:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
BRYANT,EMILY T	01/16/2009	Initiator Approved	GPO HIRE MEDICAL OFFICER	01/25/2009	LP1402001500000000	<input type="checkbox"/>	<a href="#">LP(LP,TE 2009-01-12)</a>
ROSEMARIE L CRAWFORD	01/16/2009	Initiator Approved	GPO HIRE MEDICAL OFFICER	02/01/2009	LP2634004741490000	<input type="checkbox"/>	<a href="#">LP(LP,TE 02-01-11)</a>
MARILYN F MOORE	01/22/2009	Initiator Approved	GPO HIRE MEDICAL OFFICER	01/04/2009	LP2634004632200000	<input type="checkbox"/>	<a href="#">LP(LP,MA 0_2009-01)</a>
MARILYN F MOORE	01/22/2009	Initiator Approved	GPO HIRE MEDICAL OFFICER	01/04/2009	LP1542000000000000	<input type="checkbox"/>	<a href="#">LP(LP,KE 181045,0)</a>

[Refresh](#)

Main Content

Done      Internet | Protected Mode: On      100%

Step	Action
3.	Click the <b>Scroll Bar</b> .
4.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, link.</b> <a href="#">LP(LP,KENNETH HANKERSON, 181045,0,2009-01-04,11)</a>

The screenshot shows the EmpowHR Data Control interface. On the left is a navigation menu with sections like My Favorites, Employee Self Service, PAR Processing, Workforce Administration, EmpowHR Setup Tables (HD), Worklist, Reporting Tools, and others. The main area is titled "Data Control" and has tabs for "Data Control" (selected) and "Job". It displays employee information: HANKERSON, KENNETH J., EmplID: 181045, Empl Rcd Nbr: 0. Below this are fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Effective Seq (1), Auth Date (01/22/2009), Contact EmplID, Action (Hire), Reason Code (NPS), PAR Status (INH), Agency Type (Federal), NOA Code, Authority (1) and (2), and NTE Date. Buttons include Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, and Justification. At the bottom are standard browser controls like Save, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, and Include History.

Step	Action
5.	Click the <b>Look up (Alt+5)</b> button. 

**Search Results**

Work-in-Progress	Status	Short Description
MED	MED APP	
RTM	Return INI	

Step	Action
6.	Click the <b>MED APP</b> link.  <span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">MED</span> <span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">MED APP</span>

The screenshot shows the EmpowHR PAR Tracking Data page. The left sidebar has a menu with options like My Favorites, Employee Self Service, PAR Processing, Workforce Administration, EmpowHR Setup Tables (HD), Worklist (selected), Worklist Details, Navigator, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main content area displays a tracking entry for Employee ID 181045. The entry details are:

- Effective Date:** 01/04/2009
- Action:** HIR Hire
- Reason Code:** NPS Permanent Position
- PAR Status:** MED On Approve To Security Officer
- NOA Code:** [empty]

A table below shows tracking details:

Track Seq#	Action Taken	01/22/2009	PAR Status	INH	User ID	MM178690	MOORE,MARILYN F
Comments:	New Effdt Row Inserted. --> EMPLID (NEW to '181045'), EFFDT (2009-01-22 to '2009-01-04'), EFFSEQ (11), DEPTID (938457), JOBCODE ('179020'), POSITION_NBR (90376918), GVT_EFFDT (2009-01-04), GVT_EFFDT_PROPOSED (2009-01-04), GVT_TRANS_NBR (1), GVT_TRANS_NBR_SEQ (1), GVT_WORK_SCHED ('F'), GVT_SUB_AGENCY [redacted]						

At the bottom are OK and Cancel buttons.

Step	Action
7.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
8.	Click the <b>OK</b> button. 

**Data Control** **Job**

HANKERSON,KENNETH J      EmpID: 181045      EmpRcd Nbr: 0

**Data Control**

Effective Date: 01/04/2009      Proposed Effective Date: 01/04/2009      Go To Row

Effective Seq: 1      1

Auth Date: 01/22/2009      Contact Emplid: [ ]

Transaction Status: InProgress

\*Action: HIR      Hire      PAR Status: MED      On Approve To Security Officer

\*Reason Code: NPS      Permanent Position      Agency Type: Federal      Edit PAR Tracking Comments

NOA Code: [ ]

Authority (1): [ ]      [ ]

Authority (2): [ ]      [ ]

NTE Date: [ ]      PAR Request #: [ ]

[Print SF-52](#)      [Print SF-50](#)

[PAR Remarks](#)      [Award Data](#)      [Tracking Data](#)      [Justification](#)

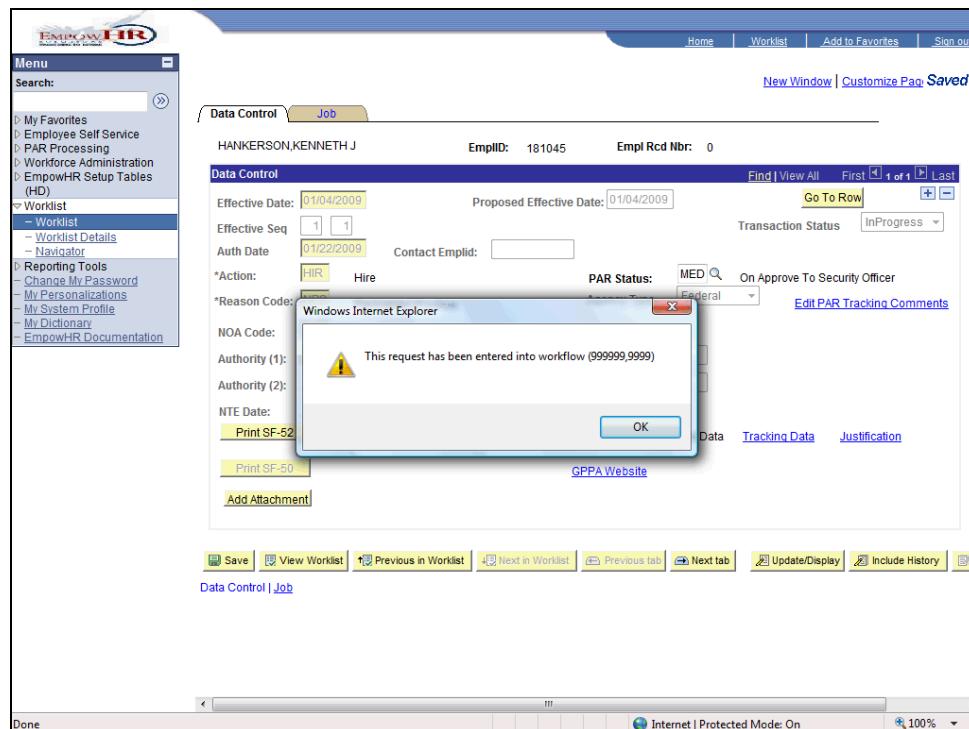
[GPPA Website](#)

[Add Attachment](#)

[Save](#)      [View Worklist](#)      [Previous in Worklist](#)      [Next in Worklist](#)      [Previous tab](#)      [Next tab](#)      [Update/Display](#)      [Include History](#)

Data Control | Job

Step	Action
9.	Click the <b>Save</b> button.  



Step	Action
10.	Click the <b>OK</b> button. 
11.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control Job page. The main form is for a hire transaction. Key fields include:

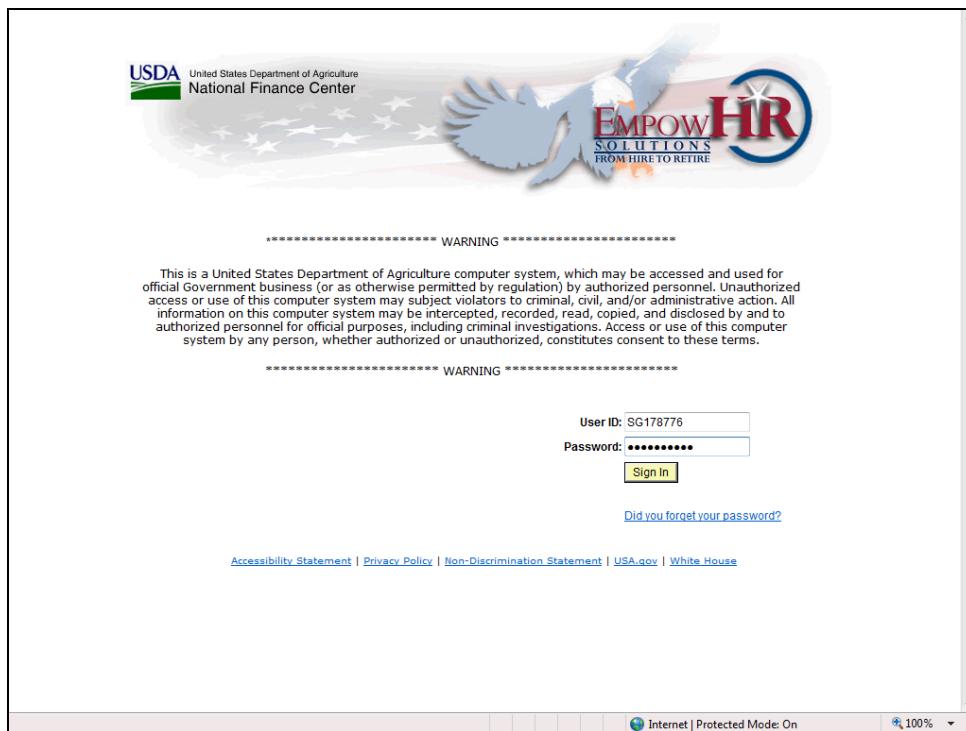
- Effective Date:** 01/04/2009
- Proposed Effective Date:** 01/04/2009
- Employee ID:** 181045
- Employee Record Number:** 0
- Action:** HIRE
- Reason Code:** NPS
- PAR Status:** MED
- Agency Type:** Federal
- Contact Employee ID:** [empty]
- NOA Code:** [empty]
- Authority (1):** [empty]
- Authority (2):** [empty]
- NTE Date:** [empty]
- PAR Request #:** [empty]

Buttons at the bottom include: Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Update/Display.

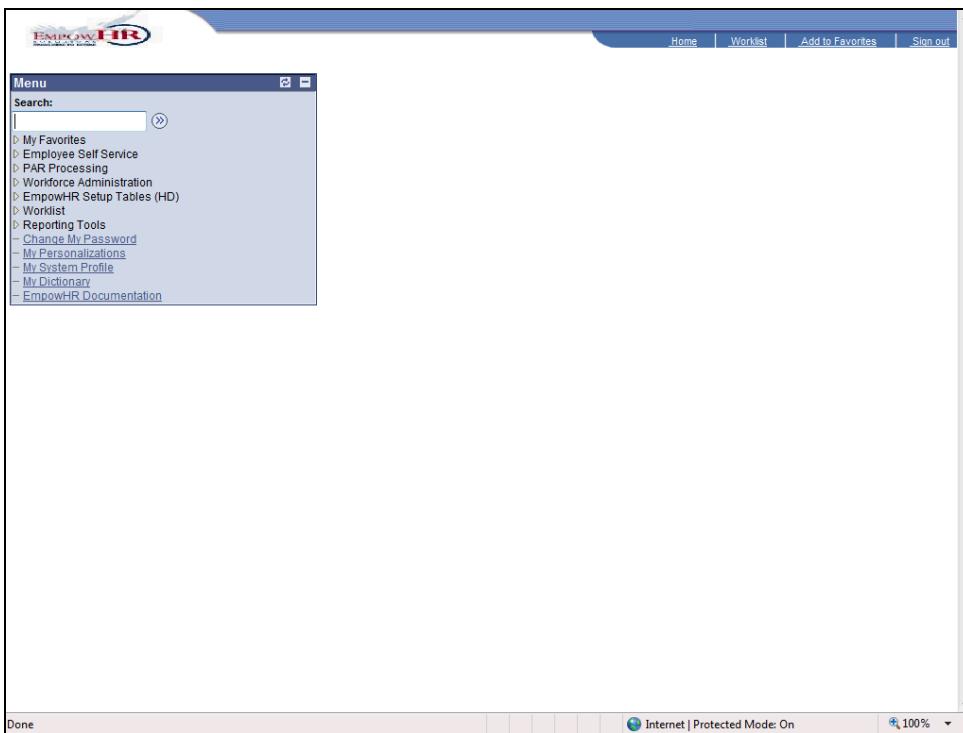
Step	Action
12.	Click the <b>Sign out</b> link.  <b>Sign out</b>
13.	This completes <b>Medical</b> work flow. <b>End of Procedure.</b>

## Security

This topic demonstrates security workflow.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Worklist</b> link. <a href="#">Worklist</a>
3.	Click the <b>Worklist</b> link. <a href="#">Worklist</a>

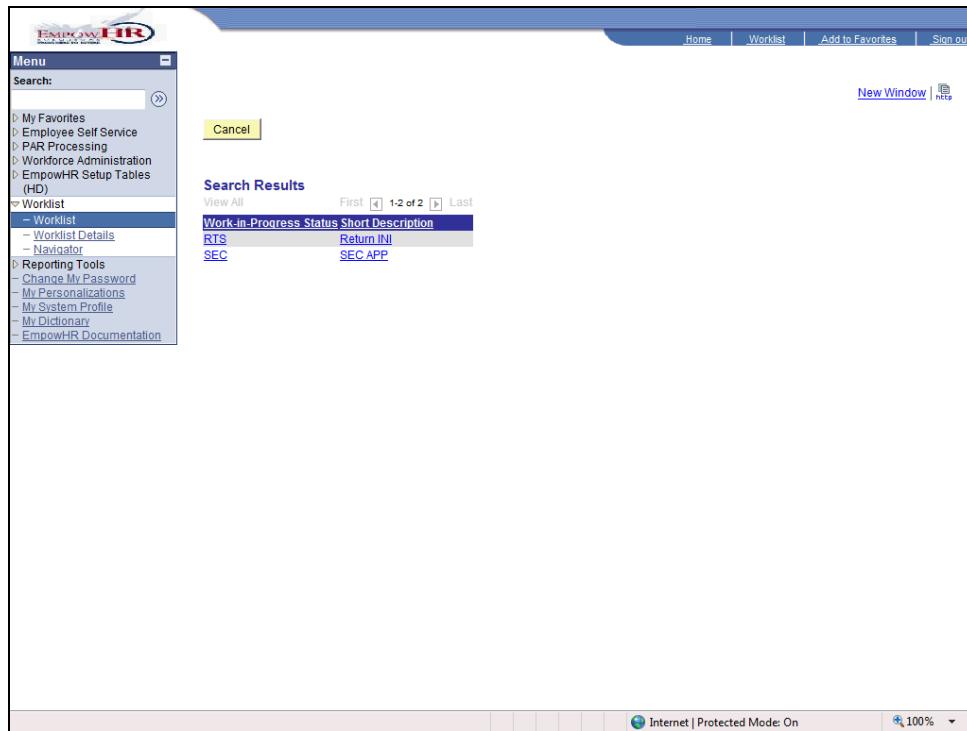
The screenshot shows the EmpowHR Worklist interface. The left sidebar contains a menu with options like My Favorites, Employee Self Service, PAR Processing, Workforce Administration, EmpowHR Setup Tables (HD), Worklist (selected), Reporting Tools, and others. The main area displays a worklist for user SG178776: Shirley Garner. A single item is listed:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
Erica Underdown	01/22/2009	Medical Officer Approved	GPO HIRE SECURITY	01/04/2009	LP1542000000000000	LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire	<a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a>

At the bottom of the page, there is a toolbar with icons for Refresh, Print, and Help, along with status information: Internet | Protected Mode: On | 100%.

Step	Action
4.	Click the scrollbar.
5.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a> </div>

Step	Action
6.	Click the <b>Look up (Alt+5)</b> button. 



The screenshot shows a software application window titled "EMPOWHR". On the left is a vertical menu bar with the following items:

- My Favorites
- Employee Self Service
- PAR Processing
- Workforce Administration
- EmpowHR Setup Tables (HD)
- Worklist
  - Worklist
  - Worklist Details
  - Navigator
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

The main content area is titled "Search Results" and displays a table with the following data:

Work-in-Progress	Status	Short Description
RTS	Return INI	
SEC	SEC APP	

At the bottom of the screen, there are browser status indicators: "Internet | Protected Mode: On" and "100%".

Step	Action
7.	Click the <b>SEC</b> link. <a href="#">SEC</a>

The screenshot shows the EmpowHR HR Processing application interface. The left sidebar contains a navigation menu with items like My Favorites, Employee Self Service, PAR Processing, HR Processing (which is selected), Workforce Administration, EmpowHR Setup Tables (HD), Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main content area is titled "Data Control | Employment 2". It displays employee information for HANKERSON,KENNETH J (EmplID: 181045, Empl Rcd Nbr: 0). The form includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/22/2009), Contact Emplid, NOA Code, Authority (1) and Authority (2) dropdowns, and various status indicators like PAR Status (RV2), Agency Type (Federal), and Transaction Status (InProgress). Buttons for Print SF-52, Print SF-50, and Add Attachment are present. Navigation buttons at the bottom include Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and a search bar.

Step	Action
8.	<b>Click the Employment 2 tab.</b> 

EmplID 181045 Empl Rcd #

Effective Date 01/04/2009 Transaction #/Sequence 11

Security Clearance [dropdown]

Sensitivity Code [dropdown]

Computer Sensitivity [dropdown]

**Financial Disclosure**

Financial Disclosure Required  Due Date: [dropdown]

**Investigation**

LincPass Required  Notes [text input]

Submitting Office Number [text input] [Card Shipping Information](#)

Security Office Identifier [text input]

NACI by HR  Initiated by PSO   
 Requirements Met  Not Required

Security Clearance Status N/A  
 Security Clearance Status Date 01/22/2009

**Comments**

Security Test Complete

Done Internet | Protected Mode: On 100%

Step	Action
9.	Click the scrollbar.

HANKERSON, KENNETH J      EmplID: 181045      Empl Rcd#: 0

**Employment Data 2**

Effective Date: 01/04/2009	Transaction# /Seq: 1	PAR Status: Sent for Approval
NOA Code: 0140	Action Type: Hire	Empl Status: Active
Bargaining Unit: 0140	Last Date Worked [ ]	
Union Code: [ ]	Retained Grade Expires [ ]	
Union Anniversary Date: [ ]	Begin Date: [ ]	
Tenure: [ ]	Expires Date: [ ]	

Reports To as of PAR Effective Date	Reports To as of Today
Reports To [ ]	Reports To [ ]
Supervisor ID [ ]	Supervisor ID [ ]

New Position	Supervisor/Managerial Position
Emp Probation Period Date [ ]	Supv/Mgr Prob Period Reqd [ ]
	Supv/Mgrl Prob Period Date [ ]

Coop	
Salary Share Code [ ]	Coop Overtime Rate [ ]
Coop Share Amt [ ]	Coop Holiday Rate [ ]

[Probation Dates](#)   [Non Pay Data](#)   [Security Info](#)

[Save](#)   
  [Return to Search](#)   
  [Previous tab](#)   
  [Next tab](#)   
  [Update/Display](#)   
  [Include History](#)   
  [Correct History](#)

[Data Control](#) | Employment 2

!!!

javascript:submitAction\_win0(document.win0,'DERIVED\_WIP\_GVT\_SECURITY\_SEC\_PB\$0');

Internet | Protected Mode: On   100%

Step	Action
10.	Click the <b>Security Info</b> link. <a href="#">Security Info</a>

EmplID 181045 Empl Rcd #

Effective Date 01/04/2009 Transaction #/Sequence 11

Security Clearance [dropdown]

Sensitivity Code [dropdown]

Computer Sensitivity [dropdown]

**Financial Disclosure**

Financial Disclosure Required  Due Date: [dropdown]

**Investigation**

LincPass Required  Notes [text input]

Submitting Office Number [dropdown] [Card Shipping Information](#)

Security Office Identifier [dropdown]

**Investigation**

NACI by HR  Initiated by PSO

Requirements Met  Not Required

Security Clearance Status N/A

Security Clearance Status Date 01/22/2009

Comments [text area]

Step	Action
11.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>Security Test Completed</b> ".
12.	Click the scrollbar.

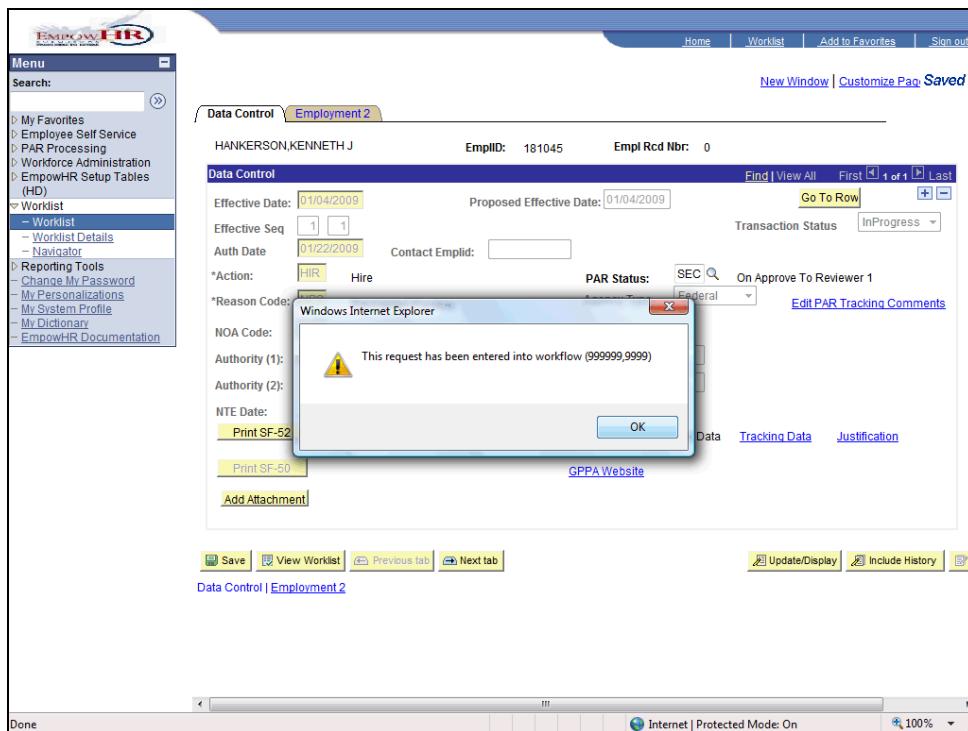
The screenshot shows the EMPOWHR PAR Tracking Data page. The left sidebar has a 'Worklist' section expanded, showing 'Worklist Details' and 'Navigator'. The main area displays a transaction for Employee ID 181045, Action HIR (Hire), Reason Code NPS (Permanent Position), and NOA Code SEC (On Approve To Reviewer 1). The transaction details include:

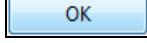
Track Seq#	Action Taken	PAR Status	SEC	User ID	Comments
3	01/22/2009	MED		SG178776	GARNER,SHIRLEY J Comments: TEST
2	01/22/2009	PAR Status MED	User ID EU178742	UNDERDOWN,ERICA K	Comments: TESTPAR Modified: 2009-01-22-11.49.10.000000 Trx Status: (I) ---> GVT_WIP_STATUS (INH to MED)
1	01/22/2009	INH	User ID MM178690	MOORE,MARILYN F	Comments: New Effdt Row Inserted: --> EMPLID ('NEW' to '181045'),EFFDT ('2009-01-22 to '2009-01-04'),EFFSEQ ('11'),DEPTID ('938457'),JOBCODE ('178020'),POSITION_NBR (90376918),GVT_EFFDT ('2009-01-04'),GVT_EFFDT_PROPOSED ('2009-01-04'),GVT_TRANS_NBR ('1'),GVT_TRANS_NBR_SEQ ('1'),GVT_WORK_SCHED ('F'),GVT_SUB_AGENCY ('')

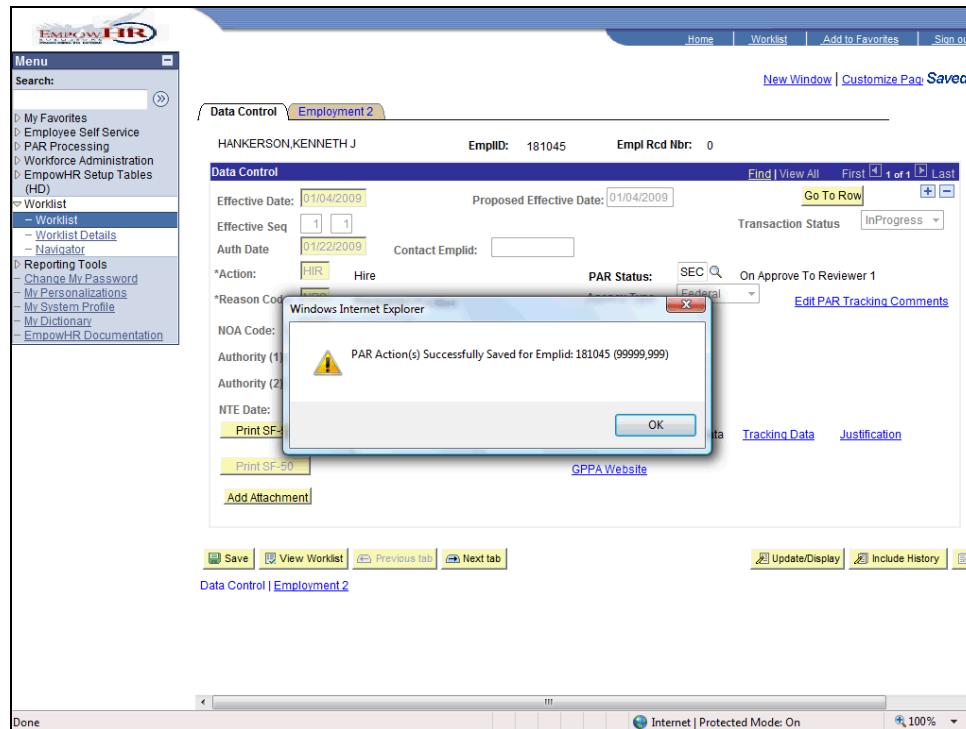
At the bottom are 'OK' and 'Cancel' buttons.

Step	Action
13.	Click the <b>OK</b> button.  

Step	Action
14.	Click the <b>Save</b> button.  



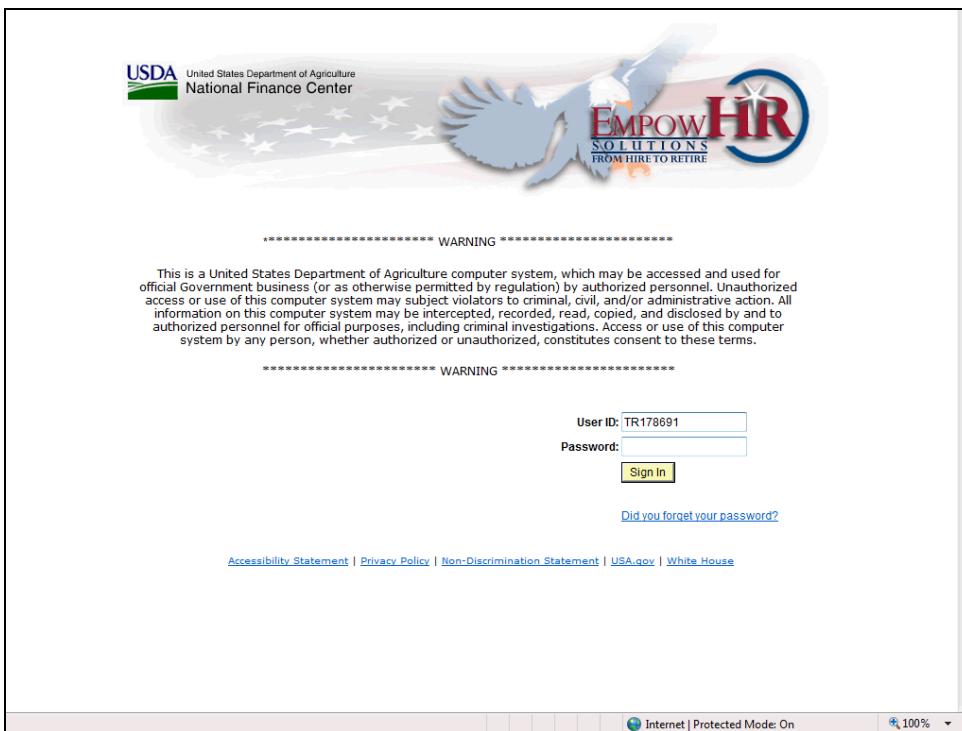
Step	Action
15.	Click the <b>OK</b> button.  



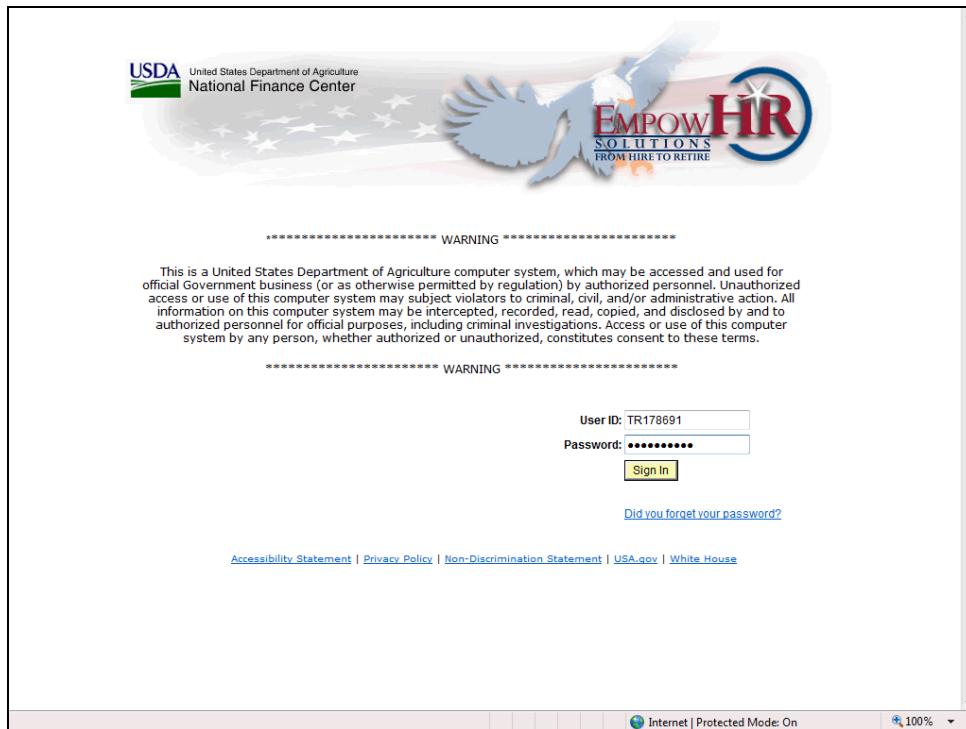
Step	Action
16.	Click <b>OK</b> . 
17.	Click the <b>Sign out</b> link. 
18.	This completes <b>Security workflow</b> . <b>End of Procedure.</b>

## Hire Reviewer 1

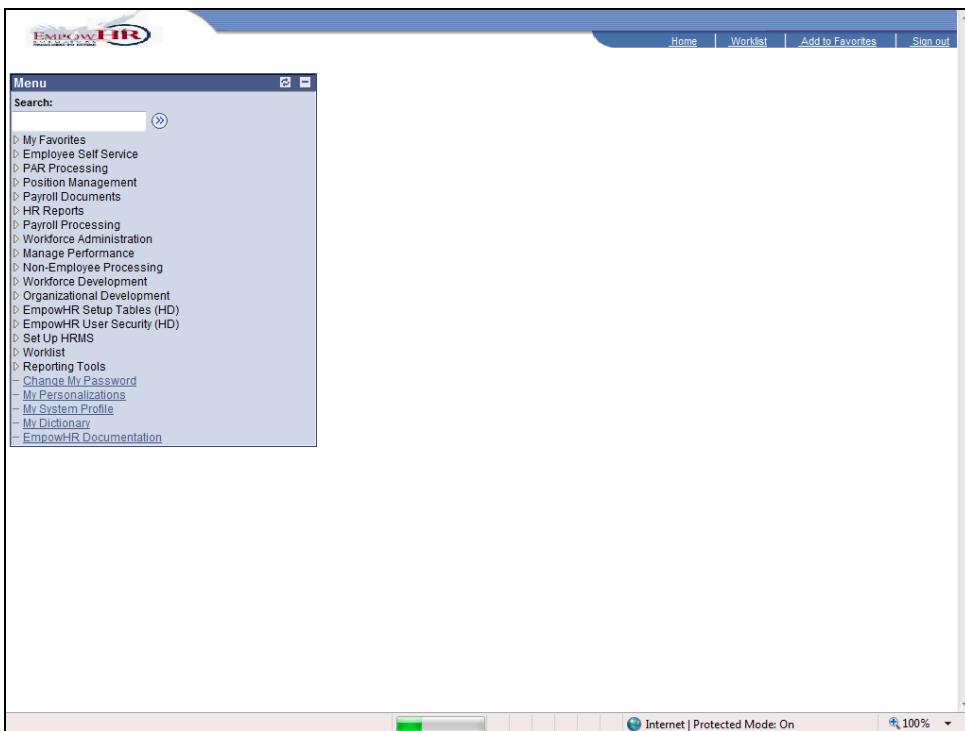
This topic demonstrates the Hire Reviewer 1 workflow.



Step	Action
1.	Enter the desired information into the <b>Password:</b> field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".



Step	Action
2.	Click <b>Sign In.</b> 



Step	Action
3.	Click the <b>Worklist</b> link.   A blue rectangular button labeled "Worklist" in white text.

The screenshot shows the EmpowHR Worklist interface. On the left is a vertical navigation menu with items like My Favorites, Employee Self Service, PAR Processing, etc. The 'Worklist' item is selected. The main area displays a table titled 'Worklist' with one row. The row details a task for Shirley Garner on 01/22/2009, categorized as Security Officer Approved, worked by GPO HIRE REVIEWER 1, with a proposed effective date of 01/04/2009. The 'Link' column contains a blue link labeled 'LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire'. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%'.

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
Shirley Garner	01/22/2009	Security Officer Approved	GPO HIRE REVIEWER 1	01/04/2009	LP1542000000000000		<a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a>

Step	Action
4.	Click the <b>Scroll Bar</b> .
5.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</b> link.  <span style="border: 1px solid black; padding: 2px;"><a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a></span>

Step	Action
6.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows a software application window titled "EMPOWHR". On the left is a vertical menu bar with the following items:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist** (selected)
- Worklist Details
- Navigator
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

At the top right of the main area are links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below these are "New Window" and "https" links.

**Search Results**

View All First [4] 1-3 of 3 Last

Work-in-Progress	Status	Short Description
CAN	Cancelled	
RT1	Return SEC	
RV1	Review1	

At the bottom of the window, there is a status bar with the text "javascript: submitAction\_win0(document.win0, '#[CRow2]');", "Internet | Protected Mode: On", and a zoom level indicator of "100%".

Step	Action
7.	Click the <b>RV1</b> link.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">RV1</a>      <a href="#">Review1</a> </div>

**PAR Tracking Data**

EmplID: 181045 Empl Rcd#: 0

Effective Date: 01/04/2009 Transaction # / Sequence: 11 Transaction Status: InProgress

Action: HIR - Hire PAR Status: RV1 Sent for Review 2

Reason Code: NPS Permanent Position

NOA Code: |

Track Seq#	Action Taken	PAR Status	SEC	User ID	Comments
4	01/22/2009	PAR Status	RV1	User ID	REGAN,THOMAS J
3	01/22/2009	PAR Status	SEC	User ID	SG178776 GARNER,SHIRLEY J
2	01/22/2009	PAR Status	MED	User ID	EU178742 UNDERDOWN,ERICA K
1	01/22/2009	PAR Status	INH	User ID	MM178690 MOORE,MARILYN F

Comments:

Comments: TESTPAR Modified: 2009-01-22-11.52.12.000000 Trx Status: (I) ---> GVT\_WIP\_STATUS (MED to 'SEC')

Comments: TESTPAR Modified: 2009-01-22-11.49.10.000000 Trx Status: (I) ---> GVT\_WIP\_STATUS (INH to 'MED')

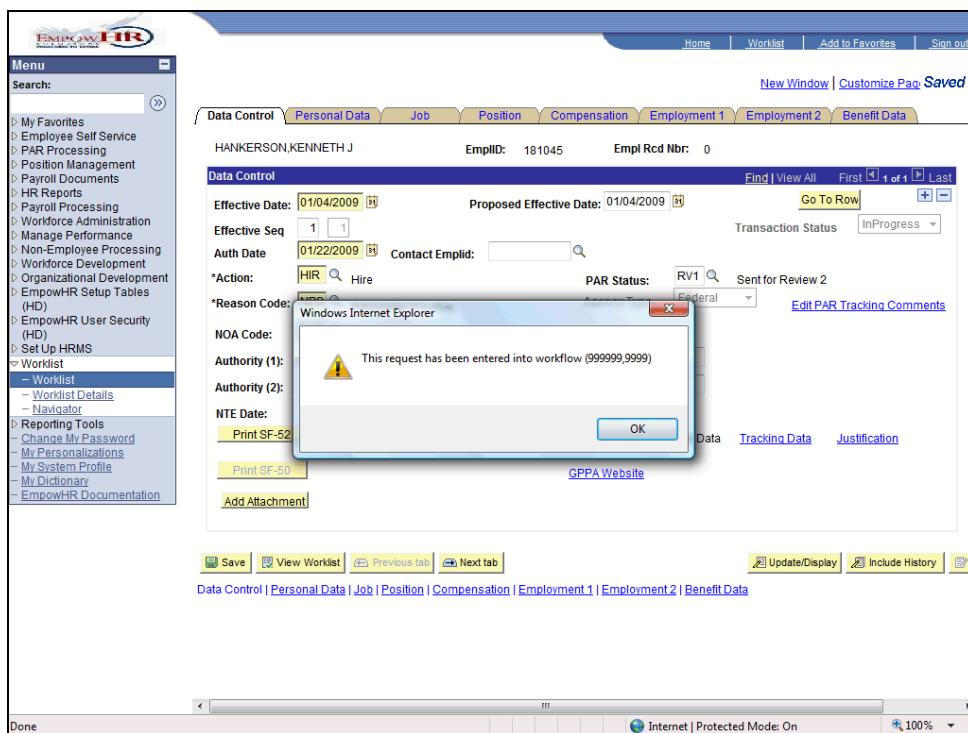
Comments: New Effdt Row Inserted: ---> EMPLID ('NEW' to '181045'), EFFDT ('2009-01-22' to '2009-01-04'), EFFSEQ ('11'), DEPTID ('938457'), JOBCODE ('179020'), POSITION\_NBR ('90376918'), GVT\_EFFDT ('2009-01-04'), GVT\_EFFDT\_PROPOSED ('2009-01-04'), GVT\_TRANS\_NBR ('1'), GVT\_TRANS\_NBR\_SEQ ('1'), GVT\_WORK\_SCHED ('F'), GVT\_SUB\_AGENCY ('')

**OK**    **Cancel**

Step	Action
8.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
9.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is visible, showing various HR modules like My Favorites, Employee Self Service, PAR Processing, etc. The main form is titled 'Data Control' and is focused on a 'Hire' transaction for employee HANKERSON,KENNETH.J. The employee ID is 181045 and the Empl Rcd Nbr is 0. The transaction status is 'InProgress'. The form includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Effective Seq (1), Auth Date (01/22/2009), Contact Emplid, Action (HIR - Hire), PAR Status (RV1), Reason Code (NPS), NOA Code, Authority (1) and (2), and NTE Date. Buttons for Print SF-52, Print SF-50, and Add Attachment are present. At the bottom, there are links for PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Save.

Step	Action
10.	Click the <b>Save</b> button.  



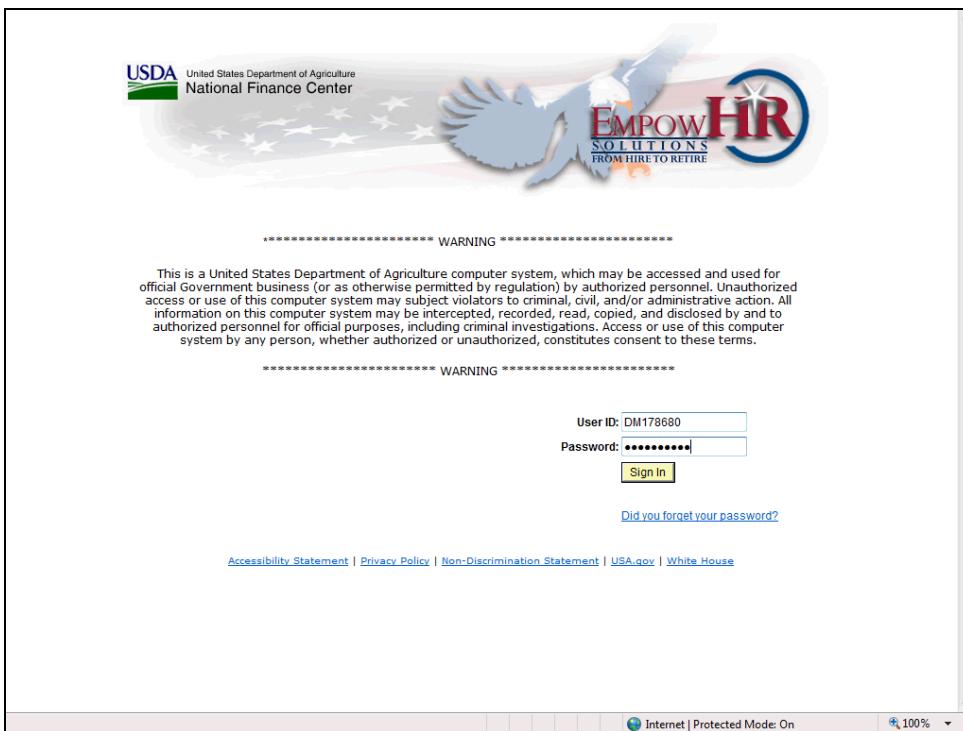
Step	Action
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 

The screenshot shows the EMPOWHR software interface. The left sidebar menu includes: My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main area displays the 'Data Control' screen for a hire process. It shows the employee's name (HANKERSON,KENNETH.J), EmplID (181045), and Empl Rcd Nbr (0). The 'Effective Date' is set to 01/04/2009, and the 'Proposed Effective Date' is also 01/04/2009. The 'Auth Date' is 01/22/2009. The 'Action' is 'HIR' (Hire), 'PAR Status' is RV1 (Sent for Review 2), and 'Agency Type' is Federal. The 'Reason Code' is NPS (Permanent Position). There are fields for 'NOA Code', 'Authority (1)', and 'Authority (2)'. Buttons for 'Print SF-52', 'Print SF-50', and 'Add Attachment' are visible. At the bottom, there are links for 'Save', 'View Worklist', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'GPPA Website'. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%'.

Step	Action
13.	Click the <b>Sign out</b> link.  <b>Sign out</b>
14.	This completes the <b>Hire Reviewer 1</b> workflow <b>End of Procedure.</b>

## Hire Reviewer 2

This topic demonstrates the Hire Reviewer 2 workflow.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Worklist</b> link.  <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Worklist</a>

The screenshot shows the EmpowHR Worklist interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, etc. The main area displays a worklist for employee DM178680: DESHAN N MINGO. The worklist table has the following columns: From, Date From, Work Item, Worked By Activity, Proposed Effective Date, Org Structure, Priority, and Link. There are eight rows in the table, each representing a task. The last row is highlighted in yellow. A scrollbar is visible on the right side of the table.

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
KAPTUR,KRISTINA J	01/21/2009	On Return To Reviewer 2	GPO HIRE REVIEWER 2	12/20/2008 LP0702000400000000			<a href="#">LP, LP, 2008</a>
THOMAS J REGAN	01/22/2009	Reviewer 1 Approved	GPO HIRE REVIEWER 2	12/20/2009 LP0718001200000000			<a href="#">LP, LP, 2009-1</a>
THOMAS J REGAN	01/22/2009	Reviewer 1 Approved	GPO HIRE REVIEWER 2	01/04/2009 LP1542000000000000			<a href="#">LP, LP, 181045 Hire</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0809000000000000			<a href="#">LP, LP, KAPTUJ 2009-0</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0801000000000000			<a href="#">LP, LP, SITZES 01-07-C</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0801000000000000			<a href="#">LP, LP, JAFFER 01-07-C</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0302000400000000			<a href="#">LP, LP, SCURR 2009-0</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0813000000000000			<a href="#">LP, LP, MANDR 2009-0</a>
DESHAN N MINGO	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0409000300000000			<a href="#">LP, LP, ROBINS 2009-0</a>

Step	Action
3.	Click the scrollbar.
4.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</b> link.  <a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a>

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is visible, with the 'Worklist' tab selected. The main area displays an employee record for HANKERSON,KENNETH.J. The 'Data Control' tab is active. The employee ID is 181045 and the employee record number is 0. The 'Effective Date' is set to 01/04/2009. The 'Auth Date' is 01/22/2009. The 'Action' field shows 'Hire' and 'PAR Status' is 'RV1'. The 'Reason Code' is 'NPS' and the 'Agency Type' is 'Federal'. There are buttons for 'Print SF-52', 'Print SF-50', and 'Add Attachment'. At the bottom, there are links for 'Save', 'View Worklist', 'Previous in Worklist', 'Next in Worklist', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and a toolbar with icons for Save, Print, Copy, Paste, etc.

Step	Action
5.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with various options like My Favorites, Employee Self Service, PAR Processing, etc. A sub-menu for 'Worklist' is open, showing 'Worklist', 'Worklist Details', and 'Navigator'. Below the menu is a search results table titled 'Search Results'.

Work-in-Progress	Status	Short Description
CAN	Cancelled	
RT2	Return RV1	
RV2	Review2	

At the bottom of the screen, there are browser status icons and a zoom level indicator of 100%.

Step	Action
6.	Click the <b>Review2</b> link.  <span style="border: 1px solid blue; padding: 2px;">RV2      Review2</span>

The screenshot shows the EmpowHR PAR Tracking Data page. The left sidebar has a 'Worklist' section selected. The main area displays a table of tracking data with the following columns: Track Seq#, Action Taken, Date, PAR Status, User ID, and Comments. The comments field for each row contains a note about a test modification.

Track Seq#	Action Taken	Date	PAR Status	User ID	Comments
5	HIRE	01/22/2009	RV2	DM178680	PAR Status: RV2 Sent for Approval
4	HIRE	01/22/2009	RV1	TR178691	REGAN,THOMAS J Comments: TESTPAR Modified: 2009-01-22-11.58.25.000000 Trx Status: (I) --> GVT_WIP_STATUS ('SEC' to 'RV1')
3	HIRE	01/22/2009	SEC	SG178776	GARNER,SHIRLEY J Comments: TESTPAR Modified: 2009-01-22-11.52.12.000000 Trx Status: (I) --> GVT_WIP_STATUS ('MED' to 'SEC')
2	HIRE	01/22/2009	MED	EU178742	UNDERDOWN,ERICA K Comments: TESTPAR Modified: 2009-01-22-11.49.10.000000 Trx Status: (I) --> GVT_WIP_STATUS ('INH' to 'MED')
1	HIRE	01/22/2009	INH	MM178690	MOORE,MARILYN F Comments: New Effdt Row Inserted. --> EMPLID (NEW to '181045'),EFFDT (2009-01-22 to 2009-01-04),EFFSEQ (11),DEPTID (0384571),IOBCODE ('1700201'),POSITION_NBR ('00376018'),CUT_EFFDT ('2009-01-01'),CUT_EFFDT_PROPOSED ('')

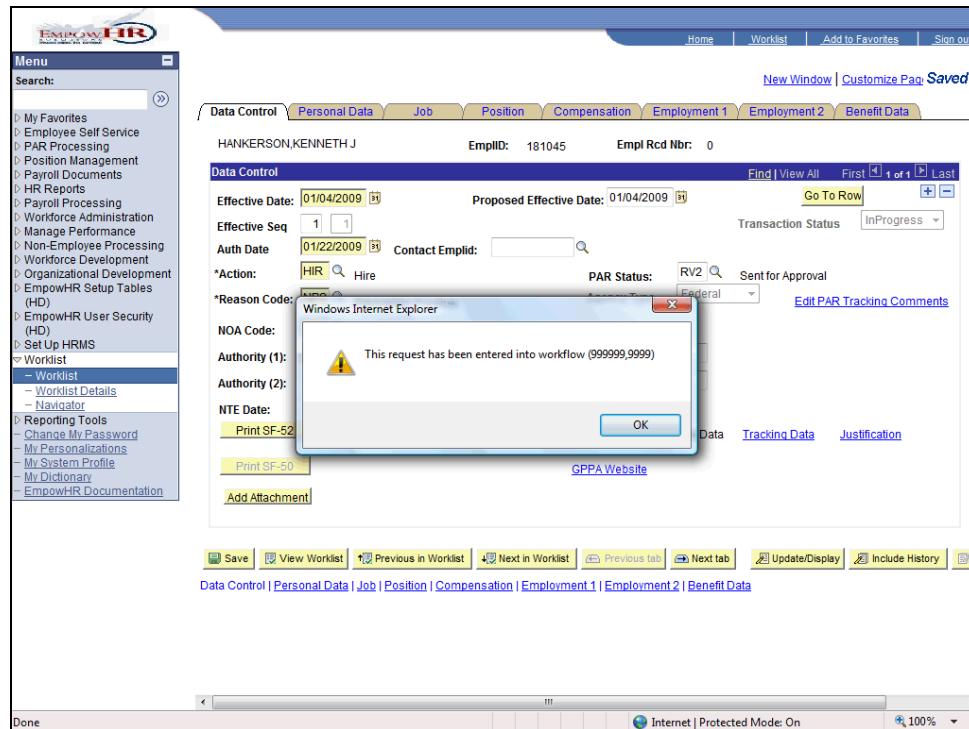
Done

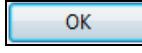
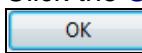
Step	Action
7.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
8.	Click the scrollbar.
9.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface for a hire transaction. The main window displays the following details:

- Employee Information:** HANKERSON,KENNETH J, EmplID: 181045, Empl Rcd Nbr: 0.
- Effective Dates:** Effective Date: 01/04/2009, Proposed Effective Date: 01/04/2009.
- Action:** Action: HIR (Hire), PAR Status: RV2 (Sent for Approval).
- Reason Code:** Reason Code: NPS (Permanent Position), Agency Type: Federal.
- Authority:** Authority (1) and Authority (2) fields are present.
- NTE Date:** NTE Date field.
- Buttons:** Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, Add Attachment.
- Toolbar:** Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History.
- Header:** Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

Step	Action
10.	Click the <b>Save</b> button.  



Step	Action
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 

Step	Action
13.	Click the <b>Sign out</b> link.  
14.	This completes the <b>Hire Reviewer 2</b> workflow. <b>End of Procedure.</b>

## Approver

This topic demonstrates the approver workflow.



Step	Action
1.	Click the <b>Worklist</b> link.  

The screenshot shows the EmpowHR Worklist interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, etc. The main area displays a worklist titled "Worklist for KK178700: KRISTINA J KAPTUR". A single item is listed in the table:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
DESHAN N MINGO	01/22/2009	Reviewer 2 Approved	Z_GPO_HIRE_APPROVER	01/04/2009	LP, LP, KEN	181045, 0	<a href="#">LP, LP, KEN 181045, 0, 2009-01-04, 11, New Hire</a>

At the bottom of the page, there is a status bar with "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

Step	Action
2.	Click the scrollbar.
3.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</b> link.  <span style="border: 1px solid blue; padding: 2px;"><a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a></span>

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is open, showing categories like My Favorites, Employee Self Service, PAR Processing, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. The Worklist category is expanded, showing sub-options: Worklist, Worklist Details, and Navigator. The main content area is titled "Data Control" and shows a record for HANKERSON,KENNETH.J. The record includes fields for EmplID (181045), Empl Rcd Nbr (0), Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/22/2009), Contact EmplId (empty), Transaction Status (InProgress), Action (HIR), PAR Status (RV2), Reason Code (NPS), Agency Type (Federal), NOA Code (empty), Authority (1) and (2) (empty), and NTE Date (empty). Buttons include Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, Save, View Worklist, Previous tab, Next tab, Update/Display, Include History, and Done. The status bar at the bottom indicates Internet Protected Mode: On and 100% zoom.

Step	Action
4.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with various options like My Favorites, Employee Self Service, PAR Processing, etc. A sub-menu for 'Worklist' is open, showing 'Worklist', 'Worklist Details', and 'Navigator'. Below the menu is a search results table titled 'Search Results'.

Work-in-Progress Status	Short Description
APP	Approved
CAN	Cancelled
RTV	RTN TO RV2

At the bottom of the screen, there are browser status icons and a zoom level indicator of 100%.

Step	Action
5.	Click the <b>Approved</b> link.  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <a href="#">APP</a>      <a href="#">Approved</a> </div>

**PAR Tracking Data**

EmplID: 181045 Empl Rcd#: 0

Effective Date: 01/04/2009 Transaction # / Sequence: 11 Transaction Status: InProgress

Action: HIR Hire PAR Status: APP Approved

Reason Code: NPS Permanent Position

NOA Code: [redacted]

Track Seq#	Action Taken	PAR Status	User ID	Comments
6	01/22/2009	APP	KK178700	KAPTUR,KRISTINA J
5	01/22/2009	RV2	DM178680	MINGO,DESHAN N
4	01/22/2009	RV1	TR178691	REGAN,THOMAS J
3	01/22/2009	SEC	SG178776	GARNER,SHIRLEY J
2	01/22/2009	MED	EU178742	UNDERDOWN,ERICA K

Comments: TESTPAR Modified: 2009-01-22-12.01.47.000000 Trx Status: (I) --> GVT\_WIP\_STATUS (RV1' to RV2)

Comments: TESTPAR Modified: 2009-01-22-11.58.25.000000 Trx Status: (I) --> GVT\_WIP\_STATUS ('SEC' to 'RV1')

Comments: TESTPAR Modified: 2009-01-22-11.52.12.000000 Trx Status: (I) --> GVT\_WIP\_STATUS ('MED' to 'SEC')

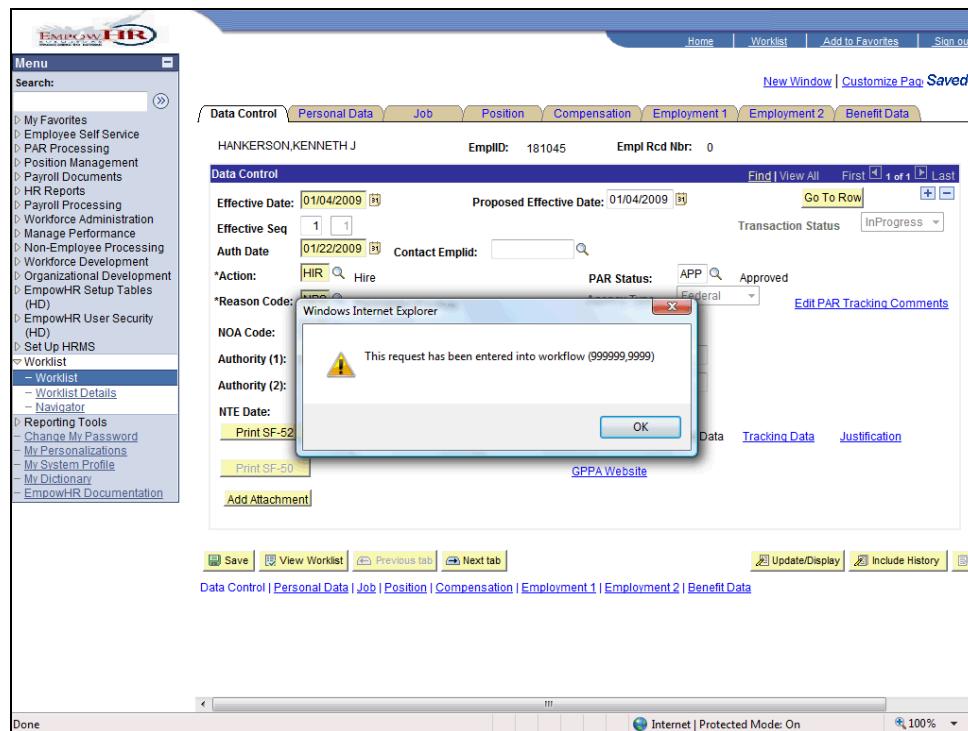
Comments: TESTPAR Modified: 2009-01-22-11.49.10.000000 Trx Status: (I) --> GVT\_WIP\_STATUS ('INH' to 'MED')

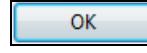
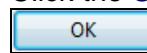
Done

Step	Action
6.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
7.	Click the scrollbar.
8.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is open, showing various HR modules like My Favorites, Employee Self Service, PAR Processing, etc. The main panel displays employment information for employee HANKERSON, KENNETH J. with EmplID: 181045 and Empl Rcd Nbr: 0. The Data Control tab is selected. Key fields shown include Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Effective Seq (1), Auth Date (01/22/2009), Contact Emplid (empty), NOA Code (empty), Authority (1) (empty), Authority (2) (empty), and NTE Date (empty). PAR Status is set to Approved (APP) and Agency Type is Federal. Buttons for Print SF-52 and Print SF-50 are visible. Navigation buttons at the bottom include Save, View Worklist, Previous tab, Next tab, Update/Display, and Include History.

Step	Action
9.	Click the <b>Save</b> button.  



Step	Action
10.	Click the <b>OK</b> button. 
11.	Click the <b>OK</b> button. 

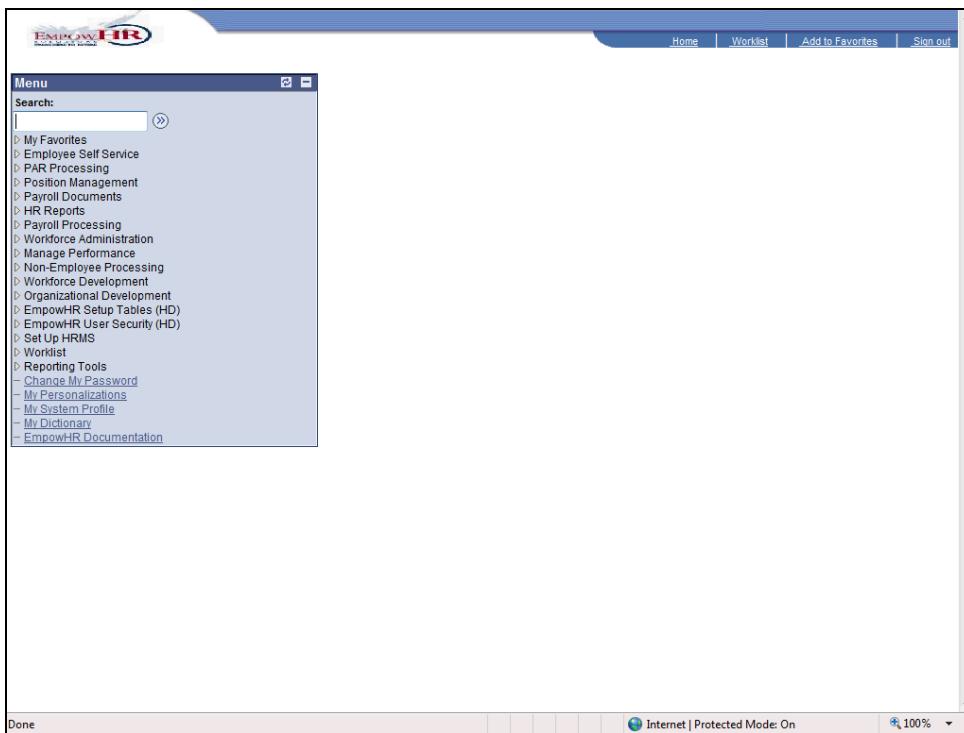
Step	Action
12.	Click the <b>Sign out</b> link.  
13.	This completes the <b>Approver</b> workflow. <b>End of Procedure.</b>

## Hire Processor

This topic demonstrates the Hire Processor workflow.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Worklist</b> link. 

Worklist for SW178678: SHARON S WILLIAMS

Work List Filters:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
KAPTUR,KRISTINA J	01/20/2009	Approver Approved	GPO HIRE PROCESSOR	01/01/2009 LP2634004733340000			<a href="#">LP, LP, TE 2009-01-0</a>
KAPTUR,KRISTINA J	01/22/2009	Approver Approved	GPO HIRE PROCESSOR	01/04/2009 LP1542000000000000			<a href="#">LP, LP, KE 181045, 0, New Hire</a>
Linda Fykes	01/14/2009	GPO PAR Initiated to ESC App	Z_GPO_PAR_ESC_APPROVER	01/04/2009 LP0803000000000000			<a href="#">LP, LP, LO 0, 2009-01 from Divor</a>
WILLIAMS,SHARON S	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP2634004632200000			<a href="#">LP, LP, 18 2009-01-0 COM, PRO</a>
WILLIAMS,SHARON S	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0718001200000000			<a href="#">LP, LP, 18 MORGAN, 2009-01-0</a>
WILLIAMS,SHARON S	01/20/2009	PAR PRO Not Applied	PAR (PRO) Not Applied	LP0200000000000000			<a href="#">LP, LP, 18 MARGARET, 2009-01-1</a>

[Refresh](#)

Done Internet | Protected Mode: On 100%

Step	Action
3.	Click the scrollbar.
4.	Click the <b>LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</b> link.  <div style="border: 1px solid black; padding: 2px;"><a href="#">LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire</a></div>

The screenshot shows the EmpowHR Data Control interface. The main title bar includes links for Home, Worklist, Add to Favorites, and Sign out. A menu bar at the top has tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The Data Control tab is selected. The page displays a single record for HANKERSON, KENNETH J. with EmplID: 181045 and Empl Rcd Nbr: 0. The record details include Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Effective Seq (1), Auth Date (01/22/2009), Contact Emplid (empty), Transaction Status (InProgress), Action (HIR - Hire), PAR Status (APP - Approved), Reason Code (NPS - Permanent Position), Agency Type (Federal), NOA Code (empty), Authority (1) (empty), Authority (2) (empty), and NTE Date (empty). Buttons for Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Add Attachment are present. Navigation buttons at the bottom include Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, and Include History.

Step	Action
5.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with the following items:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist** (selected)
- Worklist Details
- Navigator
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

The main content area displays a "Search Results" table with the following data:

Work-in-Progress	Status	Short Description
CAN	Cancelled	
PRO	Processed	
RTA	Ret to App	

At the bottom of the screen, there are browser status indicators: Internet | Protected Mode: On and a zoom level of 100%.

Step	Action
6.	Click the <b>Processed</b> link.  <span style="border: 1px solid blue; padding: 2px;">PRO      <a href="#">Processed</a></span>

The screenshot shows the EmpowHR Data Control interface for a specific employee record. The employee details are as follows:

- Name:** HANKERSON, KENNETH J.
- EmplID:** 181045
- Empl Rcd Nbr:** 0

The **Data Control** tab is selected. In the main area, there are several input fields and buttons:

- Effective Date:** 01/04/2009
- Proposed Effective Date:** 01/04/2009
- Auth Date:** 01/22/2009
- Contact Emplid:** [Search Box]
- Action:** HIR (Hire)
- PAR Status:** PRO (Processed by Human Resources)
- \*Reason Code:** NPS (Permanent Position)
- Agency Type:** Federal
- NOA Code:** [Search Box] (highlighted with a yellow box)
- Authority (1):** [Search Box] (highlighted with a yellow box)
- Authority (2):** [Search Box]
- NTE Date:** [Search Box]
- PAR Request #:** [Search Box]
- Buttons:** Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, Add Attachment.

At the bottom of the page, there are navigation links: Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, and a status message: Internet | Protected Mode: On | 100%.

Step	Action
7.	Enter the desired information into the <b>NOA Code</b> field. Enter a valid value e.g. " <b>142</b> ".
8.	Click in the <b>Authority (1)</b> field. [Yellow Box]
9.	Enter the desired information into the <b>Authority (1)</b> field. Enter a valid value e.g. " <b>p3M</b> ".
10.	Press <b>[Tab]</b> .
11.	Enter the desired information into the <b>Authority (2)</b> field. Enter a valid value e.g. " <b>A123BE1</b> ".
12.	Click the <b>PAR Remarks</b> link. <b>PAR Remarks</b>

**EmpowHR**

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

**Menu**

Search:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
  - Worklist
  - Worklist Details
  - Navigator
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

**PAR Remarks**

EmplID	181045	Empl Rcd #	
Effective Date	01/04/2009	Effseq	11
NOA Code		First	<input type="checkbox"/> 1 of <input type="text"/> Last

**PAR Remarks**

Remark CD:   Insertion Required

**OK** **Cancel**

Done

Internet | Protected Mode: On

Step	Action
13.	Click the <b>Look up Remark CD (Alt+5)</b> button. 

**Look Up Remark CD**

SF50 Remark Code: begins with

**Search Results**  
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
View All

SF50 Remark Code Remark Line 1	Description
007	UCLF SECURE REMARK REQUIRED
01A	THIS ACTION IS BASED ON SUSTAINED SUPERIOR PERFORMANCE
01C	UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS.
01P	PAYABLE SALARY LIMITED TO \$115,700 BY 5 U.S.C. 5304 (G)(1)
02A	THIS ACTION IS BASED ON A SPECIAL ACT
02C	VOLUNTARY SEPARATION WITHOUT A BREAK IN SERVICE FROM COMPETITIVE
03A	THIS RATING OF RECORD IS OUTSTANDING
03C	SUBJECT TO CONDITIONS AS SPECIFIED BY LAW. YOU ARE ENTITLED TO
04A	THIS RATING OF RECORD IS EXCELLENT
04C	YOUR WAIVER OF _____ INSURANCE BECAME EFFECTIVE THE
050	A
052	EXEMPT FROM MANDATORY RETIREMENT AND ELIGIBLE FOR PRORATED ANNUITY UPON
053	EMPLOYEE IS SUBJECT TO MANDATORY RETIREMENT
054	EMPLOYEE'S SCD FOR ENHANCED CBPO RETIREMENT COVERAGE IS
05A	THIS RATING OF RECORD IS FULLY SUCCESSFUL
05C	EMPLOYMENT TERMINATES WHEN THE LIMITATION (OR THE EARLIEST IF MORE
060	B
06A	THE JUSTIFICATION FOR THIS SPECIAL ACT IS
06C	SAVED SALARY RATE EXPIRES _____ UNLESS TERMINATED EARLIER BY
07A	RECIPIENT OF AN EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS' DIRECTOR'S
07C	THE WAITING PERIOD FOR YOUR NEXT STEP INCREASE IS _____ WEEKS FROM
08A	ELIGIBILITY NEXT FULL API WILL BE IN APRIL _____
08C	APPROPRIATION
09A	YOUR SALARY HAS BEEN ADJUSTED TO REFLECT A CHANGE IN SPECIAL RATE
09C	EMPLOYEE IS A PARTICIPANT IN AN ORGANIZED WORK STUDY PROGRAM
100	THIS CORRECTS BLOCK 30, RETIREMENT PLAN, FROM CODE ( ) TO CODE ( )

Internet | Protected Mode: On      100%

Step	Action
14.	Enter the desired information into the <b>SF50 Remark Code</b> field. Enter a valid value e.g. " <b>M06</b> ".
15.	Click the <b>Look Up</b> button. 
16.	Click the <b>M06</b> link.



Training Guide  
Workflow Government Printing Office

**EmpowHR**

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
  - Worklist
  - Worklist Details
  - Navigator
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

**PAR Remarks**

EmplID	181045	Empl Rcd #
Effective Date	01/04/2009	Effseq
	11	NOA Code
		142

**PAR Remarks** Find | View All | First  1 of 1

Remark CD:	<input type="text" value="M06"/> <input type="button" value="SEARCH"/>	<input type="checkbox"/> Insertion Required
REASON FOR TEMPORARY APPOINTMENT:		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

Done

Internet | Protected Mode: On

100%

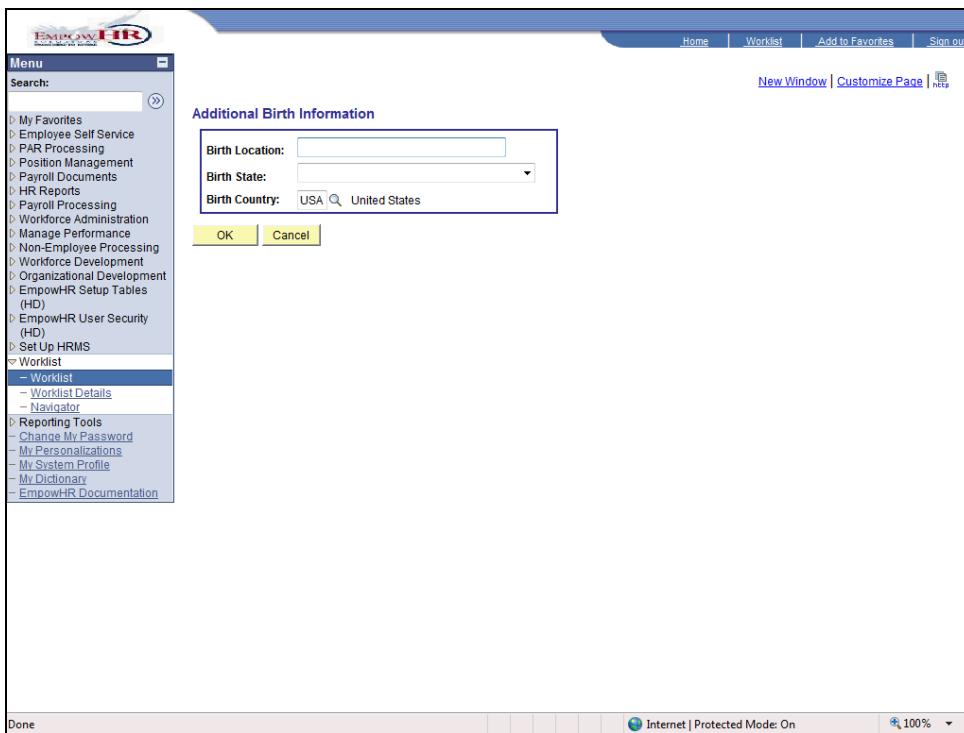
Step	Action
17.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is open, showing various HR modules like My Favorites, Employee Self Service, PAR Processing, etc. The main content area is titled "Data Control" and has tabs for Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The "Personal Data" tab is currently selected. The main form displays employee information for HANKERSON, KENNETH J, with EmplID: 181045 and Empl Rcd Nbr: 0. It includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/22/2009), Effective Seq (1), Contact Emplid, PAR Status (PRO), Reason Code (NPS), NOA Code (142), Authority (1) (P3M), Authority (2), NTE Date, PAR Request # (A123BE1), and buttons for Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Add Attachment. At the bottom, there are links for Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, and a status bar indicating Internet Protected Mode: On.

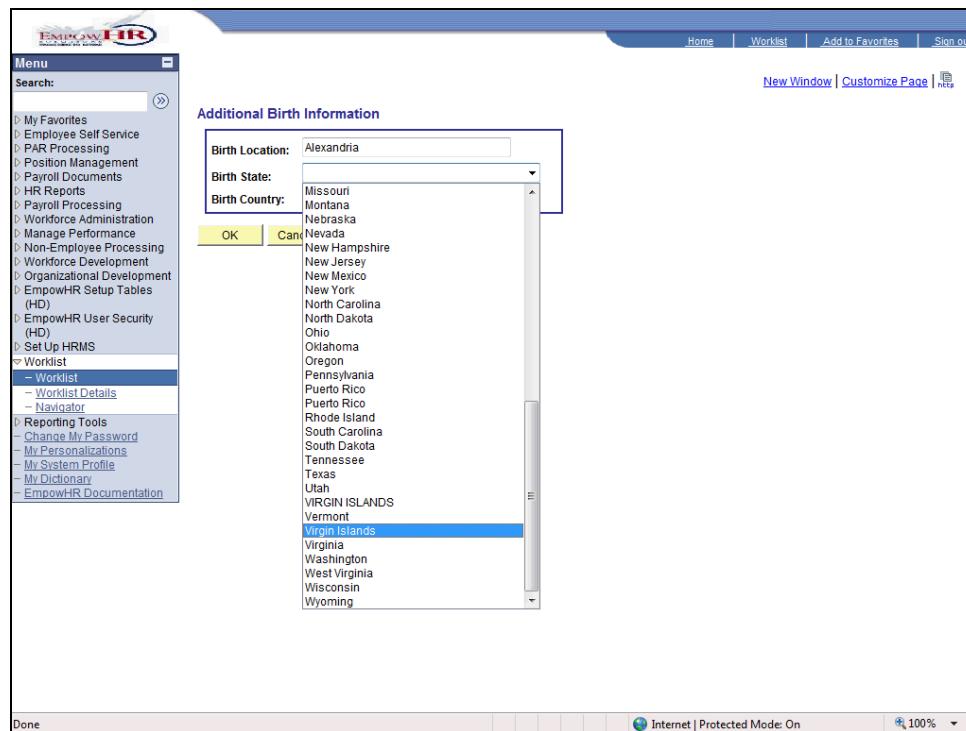
Step	Action
18.	Click the <b>Personal Data</b> tab.  

The screenshot shows the EmpowHR software interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. The Worklist option is currently selected. The main window displays the Personal Data tab for an employee record. The employee's name is HANKERSON, KENNETH J. The EmpID is 181045 and the Empl Rcd# is 0. The Effective Date is 01/04/2009, and the Transaction# / Seq is 1. The PAR Status is "Processed by Human Resources". The NOA Code is 142, and the Action Type is "Hire". The Empl Status is "Active". The Name section shows First: KENNETH, Middle: J, Last: HANKERSON, and Suffix: . The Pref First Name field is empty. The Gender is Male. The Citizenship Status section shows Country: USA (United States) and Citizenship: 1 (US Citizen/Naturalization). The ERI Code section includes boxes for Hispanic, Native American, Asian, African American, Hawaiian Pacific Islander, and White. The Additional Birth Info section includes links for Additional Birth Info, Address Info, Phone Nbrs, Veterans Info, Marital Info, and Education Details. The Country is USA, the Type/Description is PR, and the SSN is 502-41-3999.

Step	Action
19.	Click the <b>White</b> option. 
20.	Click the <b>Additional Birth Info</b> link. <a href="#">Additional Birth Info</a>



Step	Action
21.	Enter the desired information into the <b>Birth Location</b> field. Enter a valid value e.g. " <b>Alexandria</b> ".
22.	Click the <b>Birth State</b> list. 
23.	Click the scroll bar.



Step	Action
24.	Click the <b>Virginia</b> list item.  <input type="text" value="Virginia"/>

**Additional Birth Information**

Birth Location: Alexandria

Birth State: **Virginia**

Birth Country: USA

**OK** **Cancel**

<b>Step</b>	<b>Action</b>
25.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR software interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. The 'Worklist' option is currently selected.

The main area displays the 'Personal Data' screen for employee HANKERSON, KENNETH J. The top header includes links for Home, Worklist, Add to Favorites, and Sign out, along with options to New Window and Customize Page.

Key details shown on the screen include:

- Employee ID:** 181045, **Empl Rcd#:** 0
- Effective Date:** 01/04/2009, **Transaction# /Seq:** 1, **PAR Status:** Processed by Human Resources
- NOA Code:** 142, **Action Type:** Hire, **Empl Status:** Active
- Name:** First: KENNETH, Middle: J, Last: HANKERSON, Suffix: (dropdown)
- Gender:** Male (radio button selected), Female (radio button)
- Draft Status:** (dropdown menu)
- Date of Birth:** 01/20/1978
- Disability Code:** 05 (dropdown), No Handicap (radio button)
- RNO:** (checkbox)
- Date of Death:** (text input field)
- Citizenship Status:** \*Country: USA (selected), United States; Citizenship: 1 (selected), US Citizen/Naturalization
- ERI Code:** Hispanic (checkbox), Native American (checkbox), Asian (checkbox), African American (checkbox), Hawaiian Pacific Islander (checkbox), White (checkbox selected)
- Additional Birth Info:** Country: USA (selected), \*Type/Description: PR (selected), SSN: 502-41-3999

Step	Action
26.	<p>Click the <b>Phone Nbrs</b> link.</p> <p style="border: 1px solid blue; padding: 2px;"><a href="#">Phone Nbrs</a></p>

**Personal Phone Numbers**

Phone Type	Eff Date	Telephone	Phone Extension	Preferred
1 Home	01/04/2009			<input checked="" type="checkbox"/>

OK      Cancel

Step	Action
27.	Enter the desired information into the <b>Telephone</b> field. Enter a valid value e.g. " <b>5041111234</b> ".
28.	Click the <b>Preferred</b> option. 
29.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 

The screenshot shows a software application window titled "EMPOWHR SOLUTIONS" at the top. On the left is a vertical navigation menu with various HR-related options like "My Favorites", "Employee Self Service", "PAR Processing", "HR Processing", "Position Management", etc. In the center, there's a table titled "Phone Numbers" with columns for "Phone Type", "Eff Date", "Telephone", "Phone Extension", and "Preferred". Two rows are visible: one for "Home" and one for "Business". The "Business" row has a dropdown arrow pointing down. A yellow box highlights this dropdown arrow. Below the table is a small "OK" button. At the bottom of the screen, there are browser status bars for "Internet | Protected Mode: On" and "100%".

Step	Action
30.	Click the <b>Business</b> selection on the drop down box.  <b>Business</b>

**Personal Phone Numbers**

Phone Type	Eff Date	Telephone	Phone Extension	Preferred
1 Home	01/04/2009	504/111-1234		<input checked="" type="checkbox"/>
2 Business	01/04/2009			<input type="checkbox"/>

**OK**   **Cancel**

Step	Action
31.	Enter the desired information into the <b>Telephone</b> field. Enter a valid value e.g. " <b>5041121234</b> ".
32.	Press <b>[Tab]</b> .
33.	Click the <b>OK</b> button.  <b>OK</b>

The screenshot shows the EmpowHR software interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, etc. The main window is titled "Personal Data" and shows details for an employee named HANKERSON, KENNETH J. The employee ID is 181045 and the Empl Rcd# is 0. The effective date is 01/04/2009. The citizenship status is United States, and the ethnicity is White. The education details link is highlighted.

Step	Action
34.	Click the <b>Education Details</b> link.  <a href="#">Education Details</a>

The screenshot shows the EmpowHR software interface. The main window is titled "Education Details" under the "Professional Education" section. It displays the following information:

- Highest Level of Education is displayed first.**
- EmplID:** 181045
- Level of Education:** \*Education Level: [dropdown menu] (highlighted with a yellow box)
- Year Acquired:** [dropdown menu]
- \*\* Enter only for Post High School Education**
- Instructional Program:**
  - Education Major:** [dropdown menu]
  - Major Specialization:** [dropdown menu]
- School:**
  - Country:** USA [dropdown menu] (highlighted with a yellow box)
  - State:** [dropdown menu] (highlighted with a yellow box)
  - School Code:** [dropdown menu] (highlighted with a yellow box)

The left sidebar contains a navigation menu with the following items:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
  - Worklist
  - Worklist Details
  - Navigator
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

Step	Action
35.	Click the <b>Look up Education Level (Alt+5)</b> button. 

The screenshot shows a search interface for 'Education Level'. On the left is a vertical menu with options like 'My Favorites', 'Employee Self Service', 'PAR Processing', etc. The main area has search fields for 'Accomplishment' and 'Description', both set to 'begins with'. Below is a table of search results:

Accomplishment Description
01 Less than grade 8
02 Elementary School Completed
03 Some High School
04 High School/GED
05 Post High School, Occupational
06 Post High School, Tech Degree
07 Less than a year of college
08 One year of college
09 2 years of college, no degree
10 Associate Degree
11 3 years of college, no degree
12 4 years of college, no degree
13 Bachelor's degree
14 Post-Bachelors, non-degree
15 Professional degree (e.g. MD)
16 Post Professional degree
17 Master's Degree
18 Post-Master's, non-degree
19 Advanced Masters (6 yr degree)
20 Post Advanced Masters, non-degree
21 Doctorate degree
22 Post-Doctorate

Step	Action
36.	Click the <b>Bachelor's degree</b> link.  13 <a href="#">Bachelor's degree</a>

**Education Details**

Professional Education      Find | View All      First [1] 1 of 1 Last

**Highest Level of Education is displayed first.      Highest Level of Education is transmitted to NFC.**

**Education**

EmplID 181045

Level of Education

\*Education Level: 13 Bachelor's degree

Year Acquired

\*\* Enter only for Post High School Education

**Instructional Program**

Education Major

Major Specialization

**School**

Country: USA      State:

School Code:

Step	Action
37.	Click the <b>Year Acquired</b> list. 
38.	Click the scroll bar.

The screenshot shows the 'Education Details' page for Employee ID 181045. The 'Level of Education' dropdown is open, showing the following options:

- 13 Bachelor's degree
- 1976
- 1977
- 1978
- 1979
- 1980
- 1981
- 1982
- 1983
- 1984
- 1985
- 1986
- 1987
- 1988
- 1989
- 1990
- 1991
- 1992**
- 1993
- 1994
- 1995
- 1996
- 1997
- 1998
- 1999
- 2000
- 2001
- 2002
- 2003
- 2004
- 2005

Step	Action
39.	Click the <b>1992</b> list item.  <b>1992</b>

**Education Details**

Professional Education      Find | View All      First [1] 1 of 1 Last

Highest Level of Education is displayed first.      Highest Level of Education is transmitted to NFC.

<b>Education</b>	
EmplID 181045	
<b>Level of Education</b>	
*Education Level:	13 <input type="button" value="Search"/>
Year Acquired	1992 <input type="button" value="Search"/>
** Enter only for Post High School Education	
<b>Instructional Program</b>	
Education Major	
Major Specialization	
<b>School</b>	
Country:	USA <input type="button" value="Search"/>
State:	<input type="button" value="Search"/>
School Code:	<input type="text"/>

Done     

Internet | Protected Mode: On      100%

Step	Action
40.	Click the <b>Education Major</b> list.

**Education Details**

**Professional Education**

**Highest Level of Education**

EmplID 181045

Level of Education

\*Education Level:  
Year Acquired

\*\* Enter only for Post High School

Instructional Program

Education Major

Major Specialization

School

Country: USA State:

School Code:

Worklist | Add to Favorites | Sign out  
New Window | Customize Page | [Help](#)

Step	Action
41.	Click the <b>COMPUTER AND INFORMATION SCIENCES</b> list item.

**Education Details**

**Professional Education**

Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.

Education	
EmplID	181045
Level of Education	
*Education Level:	13 Bachelor's degree
Year Acquired	1992
** Enter only for Post High School Education	
Instructional Program	
Education Major	COMPUTER AND INFORMATION SCIENCES
Major Specialization	
School	
Country:	USA
State:	
School Code:	

Done

Step	Action
42.	Click the <b>Major Specialization</b> list.

Step	Action
43.	Click the <b>Computer Science</b> list item.

**Education Details**

**Professional Education**

Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.

Education	
EmplID	181045
Level of Education	
*Education Level:	13 Bachelor's degree
Year Acquired	1992
** Enter only for Post High School Education	
Instructional Program	
Education Major	COMPUTER AND INFORMATION SCIENCES
Major Specialization	Computer Science
School	
Country:	USA
State:	
School Code:	

Done

Step	Action
44.	Click the <b>Scroll Bar</b> .

Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.

**Education**

EmplID 181045

**Level of Education**

\*Education Level: 13 Bachelor's degree  
Year Acquired: 1992

\*\* Enter only for Post High School Education

**Instructional Program**

Education Major: COMPUTER AND INFORMATION SCIENCES  
Major Specialization: Computer Science

**School**

Country: USA State: [empty]  
School Code: [empty]

OK Cancel

Step	Action
45.	Click the <b>OK</b> button.  

The screenshot shows the EmpowHR software interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation is a menu bar with tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The Job tab is currently selected and highlighted in yellow.

The main content area displays personal data for an employee:

- Employee ID:** 181045
- Empl Rcd#:** 0
- Effective Date:** 01/04/2009
- PAR Status:** Processed by Human Resources
- NOA Code:** 142
- Action Type:** Hire
- Empl Status:** Active

**Name:**

First:	KENNETH	Middle:	J
Last:	HANKERSON	Suffix:	(dropdown menu)
Name: HANKERSON, KENNETH J			
Pref First Name: [input field]			

**Citizenship Status:**

Gender:	Male (radio button)	Female (radio button)	*Country: USA	United States
Draft Status:	(dropdown menu)			
*Date of Birth:	01/20/1978			
Disability Code:	05	No Handicap	RNO:	(checkbox)
Date of Death:	[input field]			

**ERI Code:**

Hispanic	Native American	Asian	African American	Hawaiian Pacific Islander	White (checkbox checked)
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**Additional Birth Info:**

Country: USA	*Type/Description: PR	SSN: 502-41-3999
--------------	-----------------------	------------------

At the bottom of the form, there are links for Internet, Protected Mode, and a zoom control set at 100%.

Step	Action
46.	Click the <b>Job</b> tab.  

Step	Action
47.	Click the <b>Look up Losing/Gaining Dept. (Alt+5)</b> button. 

The screenshot shows a search results page titled "Look Up Losing/Gaining Dept." with two search filters: "Agency: begins with" and "Description: begins with". The results table has columns for "Agency" and "Description". The results list includes entries such as 1A Military, 1B Unknown, 1C Death, 2A University emp, 3A Student, 4A Self-employed, 5A Retirement, 6A Foreign country or corporation, 7A Private industry, 8A Unemployment, 9A State or Local Gov, AF Department of the Air Force, AG Department of Agriculture, AH Natl Found on Arts & Humanit, AM Int'l Dev and Coop Admin, AP Appalachian Regional Comm, AR Department of the Army, AU Fed Labor Relations Authority, AW Arctic Research Commission, BD Merit Systems Protection Board, BF Def Nuc Facilities Safety Bd, BG Pension Benefit Guaranty Corp, BH Commission for Preservation, BJ Illinois and Michigan Canal, BK James Madison Memorial Fellowshp, and DO Other Governmental Product.

Agency	Description
1A	Military
1B	Unknown
1C	Death
2A	University emp
3A	Student
4A	Self-employed
5A	Retirement
6A	Foreign country or corporation
7A	Private industry
8A	Unemployment
9A	State or Local Gov
AF	Department of the Air Force
AG	Department of Agriculture
AH	Natl Found on Arts & Humanit
AM	Int'l Dev and Coop Admin
AP	Appalachian Regional Comm
AR	Department of the Army
AU	Fed Labor Relations Authority
AW	Arctic Research Commission
BD	Merit Systems Protection Board
BF	Def Nuc Facilities Safety Bd
BG	Pension Benefit Guaranty Corp
BH	Commission for Preservation
BJ	Illinois and Michigan Canal
BK	James Madison Memorial Fellowshp
DO	Other Governmental Product

Step	Action
48.	Click the <b>Unknown</b> link.  1B <a href="#">Unknown</a>

The screenshot shows the EmpowHR software interface for the Workflow Government Printing Office. The main window displays 'Job Data' for employee HANKERSON, KENNETH J. The 'Position' tab is currently selected. The classification section includes fields for Previous Class Action and Previous Sub-Agency, both with dropdown menus and search icons.

Step	Action
49.	Click the <b>Position</b> tab.  <b>Position</b>

**Position Data**

HANKERSON.KENNETH J      EmplID: 181045      Empl Rcd#: 0

Effective Date:	01/04/2009	Transaction#/Seq:	1	PAR Status:	Processed by Human Resources
NOA Code:	142	Action Type:	Hire	Empl Status:	Active
LEO Position:	Not Applicable	SF-113G Ceiling:	<input checked="" type="checkbox"/>	*Regular Shift:	Not Applicable
POI:	2986	WASHINGTON, DC		Rate / Factor:	
Pay Group:	NFC	NFC Biweekly		Holiday Schedule:	FHL
Pay Frequency:	BiweeklyB			Type Appt:	<input type="button" value="▼"/>
Work Period:	W			Posn Occupied:	Competitive
*Employee Type:	S	Salaried		Work Schedule:	Full Time
Fund Source				*FLSA Status:	Nonexempt
Employee	Not Applicable			Job Indicator:	Primary
Classification:				Adds to FTE Actual Count:	<input type="checkbox"/>
*Reg/Temp:	Regular			Standard Hours:	40.00
Supervisor Level:	All Other Positions				
Special Position Code					

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Done

Step	Action
50.	Click the <b>Type Appt</b> list.  <input type="button" value="▼"/>

The screenshot shows the EmpowHR software interface for the Position tab. The employee details are as follows:

- Employee Name: HANKERSON, KENNETH J.
- EmplID: 181045
- Empl Rcd#: 0
- Effective Date: 01/04/2009
- Transaction#/Seq: 1
- PAR Status: Processed by Human Resources
- NOA Code: 142
- Action Type: Hire
- Empl Status: Active
- LEO Position: Not Applicable
- POI: 2986 WASHINGTON, DC
- Pay Group: NFC
- Pay Frequency: BiweeklyB
- Holiday Schedule: FHL
- Work Period: W
- Type Appoint: (highlighted)
- \*Employee Type: S
- Fund Source: Not Applicable
- Employee Classification: Not Applicable
- \*FLSA Status: (highlighted)
- Adds to FTE Actual Co
- \*RegTemp: Regular
- Standard Hours: (highlighted)
- Supervisor Level: All Other Positions
- Special Position Code: (highlighted)

At the bottom of the screen, the 'Type Appoint' dropdown is expanded, showing the following options:

- Competitive-Career, SES Career
- Competitive-Career-Conditional
- Competitive-Temporary, Spi Need
- Competitive-Term, Taper, Indef..
- Excepted-Conditional
- Excepted-Indefinite, Expt-Limi
- Excepted-Permanent, SES-NonCar
- Excepted-Temp, SES-Time-Limited

Step	Action
51.	<p>Click the <b>Excepted-Permanent, SES-NonCar</b> list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Excepted-Permanent, SES-NonCar</b> </div>

The screenshot shows the EmpowHR software interface. The left sidebar contains a menu with options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main content area displays the 'Position Data' screen for employee HANKERSON.KENNETH J. The employee ID is 181045 and the Empl Rcd# is 0. The 'Compensation' tab is active. Key fields shown include:

- Effective Date: 01/04/2009
- Transaction# / Seq: 1
- PAR Status: Processed by Human Resources
- NOA Code: 142
- Action Type: Hire
- Empl Status: Active
- LEO Position: Not Applicable
- POI: 2986 WASHINGTON, DC
- Pay Group: NFC
- Pay Frequency: BiweeklyB
- Holiday Schedule: FHL
- Work Period: W
- Type Appt: Excepted-Permanent, SES-NonCar
- Posn Occupied: Competitive
- Work Schedule: Full Time
- Fund Source
- Employee Classification: Not Applicable
- \*Reg/Temp: Regular
- FLSA Status: Nonexempt
- Adds to FTE Actual Count:
- Standard Hours: 40.00
- FTE:
- Supervisor Level: All Other Positions
- Special Position Code

At the bottom, there are buttons for Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
52.	Click the <b>Compensation</b> tab.  

The screenshot shows the EmpowHR Compensation Data interface. The left sidebar menu is visible, showing various HR modules like My Favorites, Employee Self Service, PAR Processing, etc. The main content area is titled 'Compensation Data' for employee HANKERSON, KENNETH J. (EmplID: 181045). The 'Employment 1' tab is currently selected. The page displays compensation details such as Effective Date (01/04/2009), Pay Rate Determinant (Regular Rate - 0), and Pay Basis (Per Hour). It also shows Grade and Pay Retention information and Quoted Pay details. At the bottom, there are various navigation buttons like Save, View Worklist, and Update/Display.

Step	Action
53.	<p>Click the <b>Employment 1</b> tab.</p> <p style="text-align: center;"><a href="#">Employment 1</a></p>

Step	Action
54.	Enter the desired information into the <b>Leave</b> field. Enter a valid value e.g. <b>"01042009"</b> .
55.	Press <b>[Tab]</b> .
56.	Enter the desired information into the <b>RIF</b> field. Enter a valid value e.g. <b>"01042009"</b> .
57.	Enter the desired information into the <b>TSP</b> field. Enter a valid value e.g. <b>"01042009"</b> .
58.	Enter the desired information into the <b>Career Tenure Date</b> field. Enter a valid value e.g. <b>"01042009"</b> .
59.	Click the <b>Employment 2</b> tab. <b>Employment 2</b>

The screenshot shows the EmpowHR software interface. The left sidebar has a 'Menu' section with various options like My Favorites, Employee Self Service, PAR Processing, etc. Under 'Worklist', 'Worklist' is selected. The main area shows employment details for employee HANKERSON, KENNETH J. with EmplID: 181045 and Empl Rcd#: 0. The 'Employment Data 2' tab is active. A large blue rectangular box highlights the 'Tenure:' dropdown menu, which is currently open. Other visible fields include Effective Date (01/04/2009), Transaction#/Seq (1), NOA Code (142), Action Type (Hire), PAR Status (Processed by Human Resources), Empl Status (Active), Bargaining Unit (0140), Union Code, Union Anniversary Date, Last Date Worked, Retained Grade Expires, Begin Date, and Expires Date.

Step	Action
60.	Click the <b>Tenure:</b> list. 

The screenshot shows the EmpowHR system interface. The main title bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the title bar, there are tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The current view is under the Employment 2 tab.

The page displays employment details for HANKERSON.KENNETH J. with EmplID: 181045 and Empl Rcd#: 0. The 'Employment Data 2' section contains various fields and dropdown menus. One dropdown menu under 'Reports To as of PAR Effect' is highlighted with a yellow background and the text 'Not in a retention grp' is visible.

At the bottom of the page, there are several buttons: Save, View Worklist, Drawstring in Worklist, Next in Worklist, Drawstring Task, Find/Details/View, and Include History. The status bar at the bottom indicates Internet Protected Mode: On and a zoom level of 100%.

Step	Action
61.	<p>Click the <b>Not in a retention group</b> list item.</p> <p style="border: 1px solid #ccc; padding: 2px;"><b>Not in a retention grp</b></p>

The screenshot shows the EmpowHR software interface. The left sidebar contains a menu with various options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. Under Worklist, 'Worklist' is expanded, showing 'Worklist Details' and 'Navigator'. Below this is a section for Reporting Tools with links to Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main content area has tabs at the top: Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The Benefit Data tab is currently selected. At the top of the main area, it displays HANKERSON,KENNETH J, EmplID: 181045, and Empl Rcd#: 0. Below this is a section titled 'Employment Data 2' with fields for Effective Date (01/04/2009), Transaction# /Seq (1), PAR Status (Processed by Human Resources), NOA Code (142), Action Type (Hire), Empl Status (Active), Bargaining Unit (0140), Union Code, Union Anniversary Date, Tenure (Not in a retentor), Last Date Worked, Retained Grade Expires, Begin Date, and Expires Date.

Below this are two sections: 'Reports To as of PAR Effective Date' and 'Reports To as of Today', each with fields for Reports To and Supervisor ID. There is also a 'New Position' section with fields for Emp Probation Period Date, Supervisor/Managerial Position (Sup/Mgr Prob Period Reqr and Sup/Mgr Prob Period Date), and Coop section with Salary Share Code and Coop Overtime Rate.

At the bottom of the main content area, there are links for Probation Dates, Non Pay Data, and Security Info. The footer of the page includes standard browser navigation buttons (Save, View Worklist, Previous in Worklist, Next in Worklist, Previous Tab, Next Tab, Undo/Redo, Refresh, and Include History) and status information (Internet, Protected Mode: On, 100% zoom).

Step	Action
62.	Click the <b>Benefit Data</b> tab.  <b>Benefit Data</b>

The screenshot shows the EMPOWHR software interface. The left sidebar menu includes sections like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist (selected), Worklist Details, Navigator, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main content area shows the following details:

- HANKERSON.KENNETH J**
- EmplID:** 181045    **Empl Rcd#:** 0
- Effective Date:** 01/04/2009    **Transaction#/Seq:** 1    **PAR Status:** Processed by Human Resources
- NOA Code:** 142    **Action Type:** Hire    **Empl Status:** Active
- FEHB Eligibility:** Options include 1-Enrolled, 2-Ineligible, 3-Waived, **4-Eligible - Pending** (selected), 6-Court Ordered-Enrolled, 7-Court Ordered-Eligible Pend, 8-Court Ordered-Self to Family, and 5-Cancelled. A checkbox for "Transmit Blanks to NFC but Retain value in EMPOWHR" is checked.
- TSP Eligibility:** A dropdown menu is set to "Basic only". A checkbox for "Transmit Blanks to NFC but Retain value in EMPOWHR" is checked. A link "Explanation of TSP Eligibility Codes" is available.
- FEGLI:** FEGLI Code: CO (Basic only). Post 65 Basic Life Reduction: A checkbox for "Living Benefits" is checked, and a checkbox for "FEGLI Coverage Amt" is checked. A link "FEGLI Court Order" is available.
- Annual Leave:** A progress bar indicates leave usage.

Step	Action
63.	Click the <b>4-Eligible - Pending</b> option. <b>4-Eligible - Pending</b>
64.	Click the <b>TSP Eligibility</b> list.

The screenshot shows the EMPOWHR software interface. The left sidebar contains a navigation menu with items like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. The Worklist item is expanded, showing sub-options: Worklist, Worklist Details, and Navigator.

The main content area displays "Benefits Data" for employee HANKERSON, KENNETH J. The employee ID is 181045 and the Empl Rcd# is 0. The effective date is 01/04/2009. The PAR Status is "Processed by Human Resources". The NOA Code is 142 and the Action Type is "Hire". The Empl Status is "Active".

The "TSP Eligibility" section is highlighted. A dropdown menu is open under the "Transmit Blanks to" option, listing the following items:

- 1 ELIG FOR 1% BASIC GOVT CONTRIB DURING 1ST OPEN SEASON (FERS)
- 2 ELIG FOR 1% BASIC GOVT CONTRIB DURING 2ND OPEN SEASON (FERS)
- 3 ELIG IMMED (FERS,CSRS,CSRS-OFF): FERS ELIG IMMED 1% GOVT CONTR
- 6 INELIGIBLE TO PARTICIPATE IN TSP
- 9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP
- CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP
- ELIG FOR 1% BASIC GOVT CONTRIB DURING 1ST OPEN SEASON (FERS)
- ELIG FOR 1% BASIC GOVT CONTRIB DURING 2ND OPEN SEASON (FERS)
- ELIG IMMED (FERS,CSRS,CSRS-OFF): FERS ELIG IMMED 1% GOVT CONTR
- INELIGIBLE TO PARTICIPATE IN TSP

Step	Action
65.	Click the <b>INELIGIBLE TO PARTICIPATE IN TSP</b> list item.

HANKERSON.KENNETH J      EmplID: 181045      Empl Rcd#: 0

**Benefits Data**

Effective Date: 01/04/2009 Transaction# /Seq 1      PAR Status: Processed by Human Resources

NOA Code: 142      Action Type: Hire      Empl Status: Active

**FEHB Eligibility**

1-Enrolled  
 2-Ineligible  
 3-Waived  
 4-Eligible - Pending  
 6-Court Ordered-Enrolled  
 7-Court Ordered-Eligible Pend  
 8-Court Ordered-Self to Family  
 5-Cancelled  
 Transmit Blanks to NFC but Retain value in EMPOWHR

FEHB Date: [ ]

**TSP Eligibility**

TSP Eligibility: INELIGIBLE TO PARTICIPATE IN TSP

Transmit Blanks to NFC but Retain value in EMPOWHR      [Explanation of TSP Eligibility Codes](#)

**FEGLI**

FEGLI Code: [ ]  Basic only

Post 65 Basic Life Reduction: [ ]

Living Benefits      Living Coverage Amount: [ ]      FEGLI Coverage Amt: [ ]

FEGLI Court Order

**Annual Leave**

Done

Step	Action
66.	Click the <b>Look up FEGLI Code (Alt+5)</b> button. 

**Look Up FEGLI Code**

FEGLI Code: begins with

**Search Results**

FEGLI Code Description
A0 Basic+ <i>B(3x)</i>
A0 Ineligible - Excluded By Law or Reg
A1 FEGLI Cov Ended-12 Months NonPay
B0 Waived
C0 Basic+ <i>C</i>
D0 Basic+ <i>A</i>
E1 Basic+ <i>C(1x)</i>
E2 Basic+ <i>C(2x)</i>
E3 Basic+ <i>C(3x)</i>
E4 Basic+ <i>C(4x)</i>
E5 Basic+ <i>C(5x)</i>
F1 Basic+ <i>A-C(1x)</i>
F2 Basic+ <i>A-C(2x)</i>
F3 Basic+ <i>A-C(3x)</i>
F4 Basic+ <i>A-C(4x)</i>
F5 Basic+ <i>A-C(5x)</i>
G0 Basic+ <i>B(1x)</i>
H0 Basic+ <i>B(1x)+A</i>
I1 Basic+ <i>B(1x)+C(1x)</i>
I2 Basic+ <i>B(1x)+C(2x)</i>
I3 Basic+ <i>B(1x)+C(3x)</i>
I4 Basic+ <i>B(1x)+C(4x)</i>
I5 Basic+ <i>B(1x)+C(5x)</i>
J1 Basic+ <i>B(1x)+A+C(1x)</i>
J2 Basic+ <i>B(1x)+A+C(2x)</i>
J3 Basic+ <i>B(1x)+A+C(3x)</i>
J4 Basic+ <i>B(1x)+A+C(4x)</i>

Step	Action
67.	Click the <b>B0</b> link.  <span style="border: 1px solid blue; padding: 2px;"><a href="#">B0</a>      <a href="#">Waived</a></span>

HANKERSON.KENNETH J      EmplID: 181045      Empl Rcd#: 0

**Benefits Data**

Effective Date:	01/04/2009	Transaction#/Seq	1	PAR Status:	Processed by Human Resources
NOA Code:	142	Action Type:	Hire	Empl Status:	Active

**FEHB Eligibility**

<input type="radio"/> 1-Enrolled
<input type="radio"/> 2-Ineligible
<input type="radio"/> 3-Waived
<input checked="" type="radio"/> 4-Eligible - Pending
<input type="radio"/> 6-Court Ordered-Enrolled
<input type="radio"/> 7-Court Ordered-Eligible Pend
<input type="radio"/> 8-Court Ordered-Self to Family
<input type="radio"/> 5-Cancelled
<input type="checkbox"/> Transmit Blanks to NFC but Retain value in EMPOWHR
FEHB Date: <input type="text"/>

**TSP Eligibility**

TSP Eligibility: <input type="text" value="INELIGIBLE TO PARTICIPATE IN TSP"/>
<input type="checkbox"/> Transmit Blanks to NFC but Retain value in EMPOWHR <a href="#">Explanation of TSP Eligibility Codes</a>

**FEGLI**

FEGLI Code: <input type="text" value="B0"/> <input type="button" value="Waived"/>
Post 65 Basic Life Reduction: <input type="checkbox"/> <input type="button"/>
<input type="checkbox"/> Living Benefits    Living Coverage Amount: <input type="text"/> FEGLI Coverage Amt: <input type="text"/>
<input type="checkbox"/> FEGLI Court Order

**Annual Leave**

Done

Step	Action
68.	Click the scrollbar.
69.	Click the <b>A/L Cat Cd</b> list. 

The screenshot shows the EmpowHR software interface. On the left is a navigation menu with various modules like My Favorites, Employee Self Service, PAR Processing, etc. The main area is titled 'Annual Leave' and contains several sections:

- Basic EIC Reduction:** Includes fields for 'Living Benefits' (checkbox), 'Living Coverage Amount' (text box), and 'FEGLI Coverage Amt' (text box).
- A/L Cat Cd:** A dropdown menu where 'A/L 45 Days' is selected. Next to it is a checkbox for 'Earn Leave During Pay Period'.
- Leave Ceiling:** A dropdown menu with items '4 Hours', '6 Hours', '8 Hours', and 'ineligible'. The '4 Hours' item is highlighted with a yellow background.
- Pay Allowance:** Includes fields for 'Foreign Lang', 'COLA AND/OR IPST Diff Code' (dropdown), 'Allowance %' (text box), 'Quarters Deduction Code' (dropdown), 'Spc1 Emp1 Cd' (dropdown), 'NOT APPLICABLE' (radio button), 'Quarters Deduction Amount' (text box), and 'Wage Board Shift Rate Var' (text box).
- Retirement:** Includes fields for 'FERS Coverage' (dropdown), 'Previous Retirement Coverage' (dropdown), 'Annuitant Indicator' (dropdown), 'Annuity Commencement Date' (text box), and 'CSRS Frozen Service' (text box). Below this is a section for 'Retirement / Termination Info'.
- EmpowHR-only:** Includes a field for 'Agency Use Field'.

At the bottom of the screen are standard browser controls: Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Update/Display, Include History, Correct History, and a zoom control set to 100%. There are also links for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data.

Step	Action
70.	Click the <b>4 Hours</b> list item.  <b>4 Hours</b>

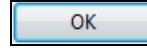
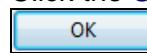
Step	Action
71.	Click the <b>Look up Spcl Empl Cd (Alt+5)</b> button. 

The screenshot shows a software application window titled "Look Up Spcl Empl Cd". On the left is a vertical menu bar with options like "My Favorites", "Employee Self Service", "PAR Processing", etc. The main area has two search boxes: "Special Employee Pay Code: begins with" and "Description: begins with". Below these are buttons for "Look Up", "Clear", "Cancel", and "Basic Lookup". The results table is titled "Search Results" and includes columns for "Special Employee Pay Code Description" and a numeric index from 00 to 27. The results listed include various pay codes such as "NOT APPLICABLE", "SCH STNBY NON EXMPT COVERED FL", and "FMHA COUNTY COMMITTEEMAN". At the bottom of the results table, there are links for "View All", "First", "Last", and a page number indicator "4 1-69 of 69". The status bar at the bottom right shows "Internet | Protected Mode: On" and a zoom level of "100%".

Step	Action
72.	Click the " <b>Not Applicable</b> ".

Step	Action
73.	Enter the desired information into the <b>Retirement Plan</b> field. Enter a valid value e.g. "4".
74.	Press <b>[Tab]</b> .
75.	Click the <b>Save</b> button. 

The screenshot shows the EMPOWHR software interface. On the left is a navigation menu with options like My Favorites, Employee Self Service, PAR Processing, etc. The main area has several sections: TSP Eligibility (status: INELIGIBLE TO PARTICIPATE IN TSP), FEGLI (status: Post 65 Baseline), Annual Leave (A/L Cat Cd: 4 Hours, A/L 45 Days, Earn Leave During Pay Period checked), Pay Allowances, and Retirement (Retirement Plan: None, FERS Coverage: None). A central modal dialog box is open, displaying a yellow warning icon and the text "PAR Action(s) Successfully Saved for Emplid: 181045 (99999,999)". At the bottom right of the screen, there are browser status icons.

Step	Action
76.	Click the <b>OK</b> button. 
77.	Click the <b>OK</b> button. 

The screenshot shows the EMPOWHR software interface with a sidebar menu and several configuration panels:

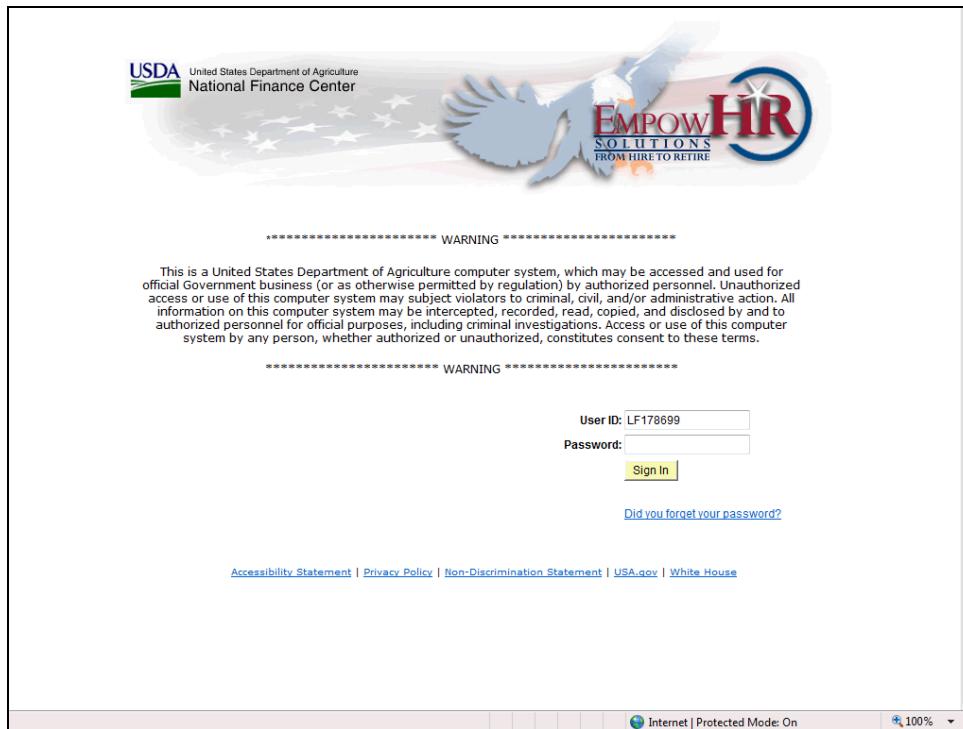
- Menu:** My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS.
- FEHB:** FEHB Date: [dropdown]
- TSP Eligibility:** TSP Eligibility: INELIGIBLE TO PARTICIPATE IN TSP. Transmit Blanks to NFC but Retain value in EMPOWHR. Explanation of TSP Eligibility Codes.
- FEGLI:** FEGLI Code: B0 [dropdown] Waived. Post 65 Basic Life Reduction: [dropdown]. Living Benefits: Living Coverage Amount: [input], FEGLI Coverage Amt: [input]. FEGLI Court Order.
- Annual Leave:** Alt. Cat Cd: 4 Hours [dropdown], A/L 45 Days [checkbox], Earn Leave During Pay Period [checkbox]. Leave Ceiling Reason: [input].
- Pay Allowances:** Foreign Lang %: [input], COLA AND/OR Post Diff Code: None [dropdown]. Allowance %: [input], Quarters Deduction Code: [dropdown]. Spcl Empl Cd: 00 [dropdown], NOT APPLICABLE. Quarters Deduction Amount: [input], Wage Board Shift Rate Var: [input].
- Retirement:** Retirement Plan: 4 [dropdown] None. FERS Coverage: [dropdown], FERS Prev Cov Ind: [checkbox].

Step	Action
78.	Click the <b>Sign out</b> link.  
79.	This completes the <b>Hire Processor</b> workflow. <b>End of Procedure.</b>

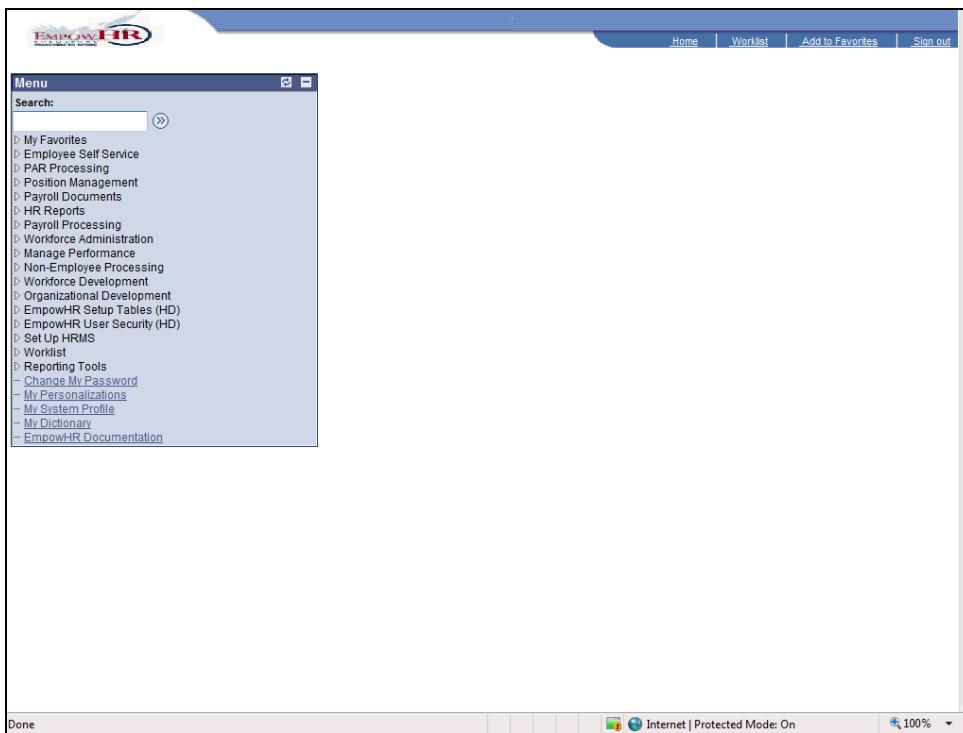
## Lesson 2: ESC Bonus Workflow

### Initiating a Bonus

This topic demonstrates initiating a bonus in workflow.



Step	Action
1.	Enter the desired information into the <b>Password:</b> field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. 



Step	Action
3.	Click the <b>PAR Processing</b> link.  <a href="#"><b>► PAR Processing</b></a>
4.	Click the <b>HR Processing</b> link.  <a href="#"><b>HR Processing</b></a>

Step	Action
5.	Click the <b>Search</b> button.  
6.	Click the <b>Scroll Bar</b> .
7.	Click the <b>EMPLOYEE NAME</b> link.

The screenshot shows the EmpowHR Data Control interface. On the left is a navigation menu with sections like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, Payroll Documents, etc. The main area is titled 'Data Control' and shows fields for Employee Name (EmplID: 178670), Effective Date (08/03/2008), Proposed Effective Date (08/03/2008), and Contact Emplid. It also includes sections for Action (CNV), Reason Code (CNV), NOA Code (790), Authority (UNM), and NTE Date. Buttons for Print SF-52 and Print SF-50 are visible. At the bottom are standard browser controls like Save, Previous in List, Next in List, and Update/Display.

Step	Action
8.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
9.	Enter the desired information into the <b>Effective Date</b> field. Enter a valid value e.g. <b>01042009</b> .
10.	Press <b>[Tab]</b> .
11.	Click the <b>Look up Action (Alt+5)</b> button. 

The screenshot shows a search results page titled "Look Up Action". The search bar contains "Action: begins with" followed by a dropdown menu. Below the search bar are four buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup". The main area is titled "Search Results" and includes a table header with columns: "Agency", "Type", "Action", "Translate Long Name". The table lists 36 entries, each with a "Federal" agency and a corresponding action code and name. The entries include ADD (Add Non-Employee), ASC (Intl Assignment Completion), ASG (Intl Assignment), AWD (Award), BNP (Beginning of the Notice Period), BON (Bonus), CAM (CAMS Only), COM (Completion), CTY (For County), DEM (Change to Lower Grade), DET (Detail), DTA (Data Change), EDT (End of Detail), EXT (Extension of NTE Date), HIR (Hire), LOA (Leave without Pay), LOF (Furlough), MSC (Miscellaneous), NAM (Name Change), NFC (NFC Action), PAY (Pay Rate Change), POS (Position Change), PRO (Promotion), PSF (Change of Pay System), REH (Rehire), RES (Resignation), and RET (Retirement). At the bottom of the page, there is a status bar with "javascript: submitAction\_action();" and "Internet | Protected Mode: On".

Step	Action
12.	<p>Click the <b>BON</b> link.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">Federal</a>   <a href="#">BON</a>   <a href="#">Bonus</a> </div>

The screenshot shows the EmpowHR Data Control interface. On the left is a navigation menu with sections like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, and Documentation. The main area is titled 'Data Control' and contains fields for Employee Name (EmplID: 178670), Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), and various buttons for action selection (e.g., BON, Bonus, INI, Initiated). Below these are fields for Auth Date (01/27/2009), NOA Code, Authority (1) and (2), and NTE Date. At the bottom are buttons for Print SF-52, Print SF-50, Add Attachment, and links for PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Update/Display.

Step	Action
13.	Click the <b>Look up Reason Code (Alt+5)</b> button. 

**Look Up Reason Code**

[Cancel](#)

**Search Results**

View All	First	1-5 of 5	Last
<b>Agency Type</b>	<b>Action Reason Code</b>	<b>Description</b>	
Federal	BON FOR	Foreign Language	
Federal	BON REC	Recruitment	
Federal	BON REL	Relocation	
Federal	BON SEP	Separation Incentive	
Federal	BON STU	STUDENT LOAN REPAY	

Internet | Protected Mode: On      100%

Step	Action
14.	<p>Click the <b>REC</b> link.</p> <div style="border: 1px solid black; padding: 2px;"> <span style="color: blue;">Federal</span>   <span style="color: blue;">BON</span>   <span style="color: blue;">REC</span>   <span style="color: blue;">Recruitment</span> </div>

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu is expanded, showing various HR modules like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, Payroll Documents, etc. The main panel displays a form for PAR Processing. Key fields include:

- EMPLOYEE NAME:** [Redacted]
- EmplID:** 178670
- Empl Rcd Nbr:** 0
- Data Control:** Effective Date: 01/04/2009, Proposed Effective Date: 01/04/2009, Go To Row
- Effective Seq:** 1 / 1
- Auth Date:** 01/27/2009, Contact Emplid: [Redacted]
- \*Action:** BON Bonus, PAR Status: INI Initiated
- \*Reason Code:** REC Recruitment, Agency Type: Federal
- NOA Code:** [Redacted]
- Authority (1):** [Redacted]
- Authority (2):** [Redacted]
- NTE Date:** [Redacted], PAR Request # [Redacted]
- Buttons:** Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website

At the bottom, there are standard browser controls: Save, Return to Search, Previous in List, Next in List, Previous tab, Next tab, Update/Display, Include History, and a Done button.

Step	Action
15.	Click the <b>NOA Code</b> link. 
16.	Click the <b>815</b> link.

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with sections like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, etc. The main area is titled 'Data Control' and shows details for an employee with EmplID: 178670. The 'Effective Date' is set to 01/04/2009. The 'Action' field contains 'BON Bonus'. The 'Reason Code' is 'REC Recruitment'. The 'NOA Code' is 'B15 Recruitment Bonus'. The 'Authority (1)' field is highlighted in yellow, and the 'Authority (2)' field is highlighted in purple. There are several buttons at the bottom: Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Done. The status bar at the bottom right shows 'Internet | Protected Mode: On' and '100%'.

Step	Action
17.	Click the <b>Look up Authority (1) (Alt+5)</b> button. 

The screenshot shows a web-based application interface for 'EMPOWHR Solutions'. On the left, there is a vertical navigation menu with several sections expanded, including 'PAR Processing' (with sub-options like 'Hire Employee', 'Update Reports To', etc.), 'HR Processing' (with sub-options like 'Update Applied Action', 'Correct Applied Action', etc.), and 'Position Management' (with sub-options like 'Payroll Documents', 'HR Reports', etc.). The main content area is titled 'Look Up Authority (1)'. It features a search bar labeled 'Legal Authority Code: begins with' and buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. Below the search bar is a table titled 'Search Results' with columns for 'Legal Authority Code', 'Description - Part 1', and 'Description - Part 2'. The table contains six rows, each with a code and a blank description. At the bottom of the page, there is a status bar showing 'Internet | Protected Mode: On' and a zoom level of '100%'. The overall layout is clean and professional, typical of a corporate intranet or HR management system.

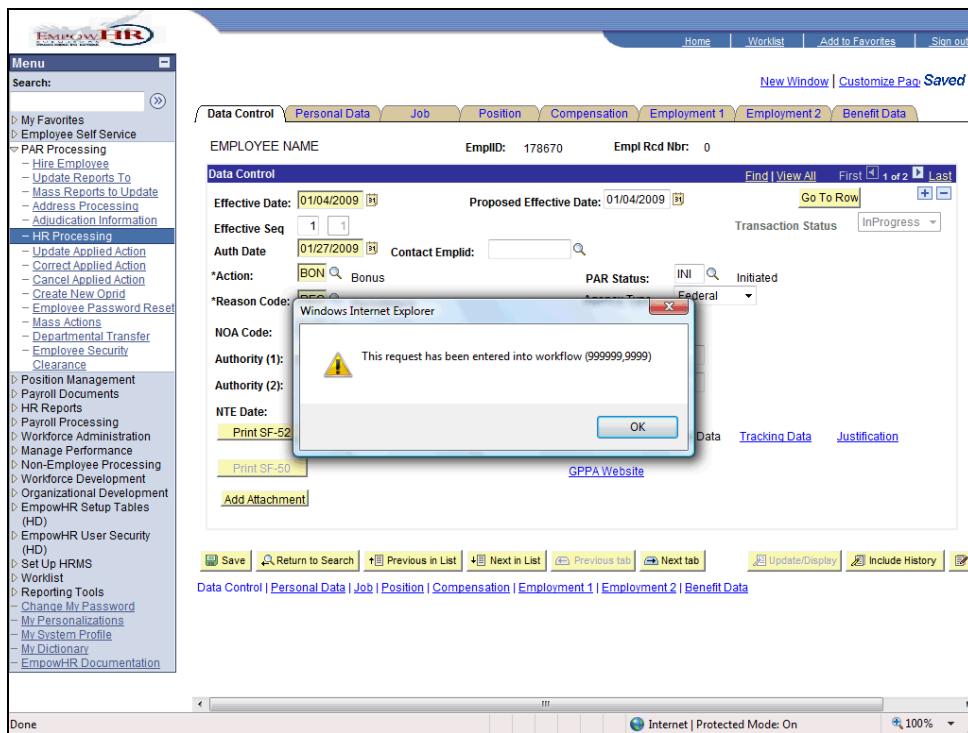
Step	Action
18.	Click the <b>VPT</b> link.

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with sections like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS (HD), Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main area is titled "Data Control" and displays employee information for Employee Name: 178670, EmplID: 178670, and Empl Rcd Nbr: 0. It includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/27/2009), Auth Seq (1), Contact EmplID, Transaction Status (InProgress), Action (BON Bonus), PAR Status (INI Initiated), Reason Code (REC Recruitment), Agency Type (Federal), NOA Code (815 Recruitment Bonus), Authority (1) (VPT AGENCY CITE), Authority (2), NTE Date, Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Add Attachment.

At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Previous tab, Next tab, Update/Display, Include History, and Done. The status bar at the bottom right shows Internet Protected Mode: On and 100% zoom.

Step	Action
19.	Click the <b>Save</b> button.  



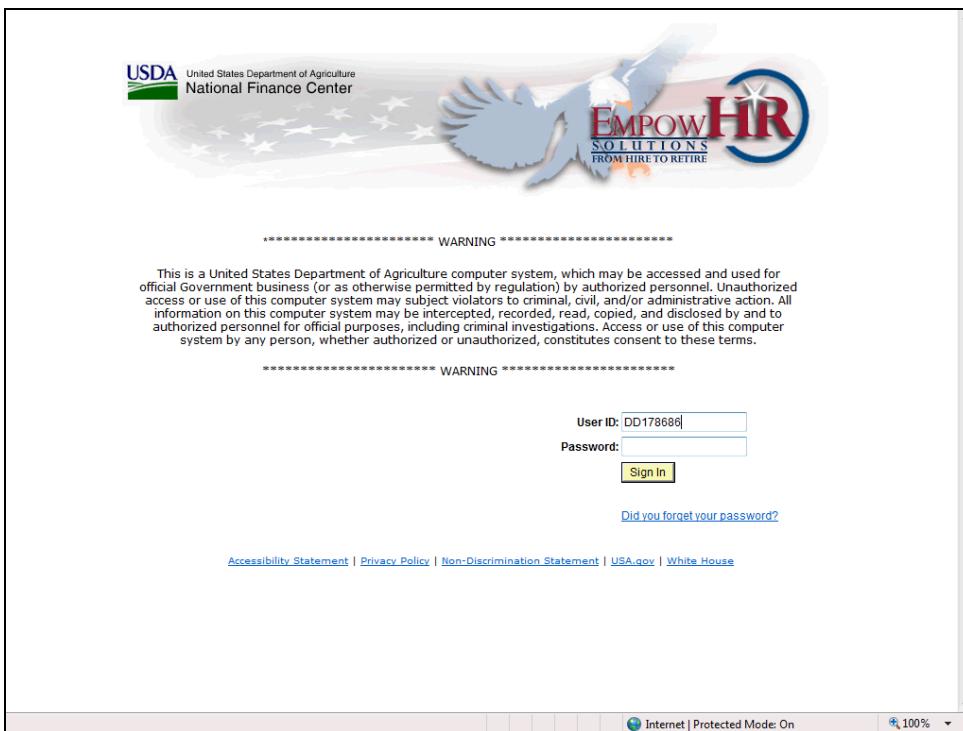
Step	Action
20.	Click the <b>OK</b> button. 
21.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with sections like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, Payroll Documents, etc. The main area is titled 'Data Control' and shows details for an employee with EmplID: 178670 and Empl Rcd Nbr: 0. It includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/27/2009), Contact EmplID, Transaction Status (InProgress), Action (BON Bonus), PAR Status (INI Initiated), Reason Code (REC Recruitment), Agency Type (Federal), NOA Code (815 Recruitment Bonus), Authority (VPT AGENCY CITE), and NTE Date. Buttons for Print SF-52, Print SF-50, and Add Attachment are visible. At the bottom are links for PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Save/Return to Search.

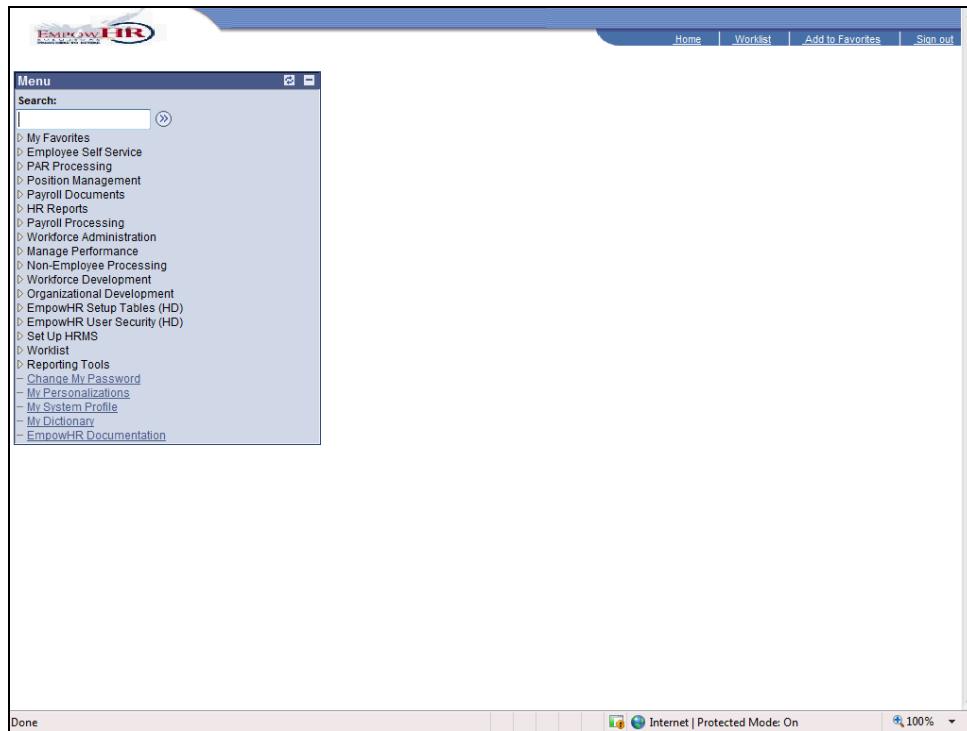
Step	Action
22.	Click the <b>Sign out</b> link.  <b>Sign out</b>
23.	This completes <b>Initiating a Bonus</b> in workflow <b>End of Procedure.</b>

## Approving a Bonus

This topic demonstrates approving a bonus.



Step	Action
1.	Enter the desired information into the <b>Password:</b> field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. <b>Sign In</b>



Step	Action
3.	Click the <b>Worklist</b> link.  <a href="#" style="background-color: #0070C0; color: white; padding: 5px 10px; text-decoration: none; font-weight: bold;">Worklist</a>

The screenshot shows a web-based application interface for EMPOWHR Solutions. At the top, there's a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out, along with options for New Window and Customize Page.

The main area is titled "Worklist for DD178686: NAME". It features a "Worklist Filters" dropdown menu. Below this is a table titled "Worklist" with columns: From, Date From, Work Item, Worked By Activity, Proposed Effective Date, Org Structure, Priority, and Link.

The table contains several rows of data, each representing a task or action taken by different users (VICKI A BARBER, Linda Fykes, DEBORAH DRUITT) on various dates (e.g., 01/07/2009, 01/14/2009, 01/27/2009). The "Link" column for many rows contains blue hyperlinks, such as "LP, LP, TE 2009-01-0" and "LP, LP, LO 0, 2009-01-0 from Div1".

On the left side, there's a vertical "Menu" sidebar with sections like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist (selected), Worklist Details, Navigator, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

At the bottom of the page, there's a status bar showing "Internet | Protected Mode: On" and a zoom level of "100%".

Step	Action
4.	Click the scrollbar.
5.	Click the <b>LP, LP, EMPLOYEE NAME, 178670, 0, 2009-01-04, 11, link.</b> <span style="border: 1px solid black; padding: 2px;"><a href="#">LP, LP, EMPLOYEE NAME 178670, 0, 2009-01-04, 11,</a></span>

The screenshot shows the EmpowHR Data Control interface. The main area is titled "Data Control". It includes fields for "Effective Date" (01/04/2009), "Proposed Effective Date" (01/04/2009), "Employee Name" (EmplID: 178670), and "Transaction Status" (InProgress). Below these are sections for "Action" (BON, Bonus), "Reason Code" (REC, Recruitment), "NOA Code" (815, Recruitment Bonus), and "Authority (1)" (VPT, AGENCY CITE). There are also buttons for "Print SF-52", "Print SF-50", and "Add Attachment". At the bottom, there are links for "PAR Remarks", "Award Data", "Tracking Data", and "Justification", along with "GPPA Website". The status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

Step	Action
6.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with various options like My Favorites, Employee Self Service, PAR Processing, etc. A sub-menu for 'Worklist' is open, showing 'Worklist', 'Worklist Details', and 'Navigator'. Below the menu is a search bar with the text 'APE' entered. The main content area displays a 'Search Results' table with two rows:

Work-in-Progress Status	Short Description
APE	ESC APP
RTE	INJ RTN

At the bottom of the screen, there are browser status icons and a zoom level indicator of 100%.

Step	Action
7.	Click the <b>APE</b> link.  <span style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">APE      ESC APP</span>

The screenshot shows the EmpowHR application interface. On the left is a vertical menu bar with various options like My Favorites, Employee Self Service, PAR Processing, etc. The main area is titled "PAR Tracking Data". It displays a record for Employee ID 178670, Transaction # 11, and Action BON Bonus. The "Comments" field contains a detailed technical log message about a new row being inserted into a database table. At the bottom of the dialog are "OK" and "Cancel" buttons.

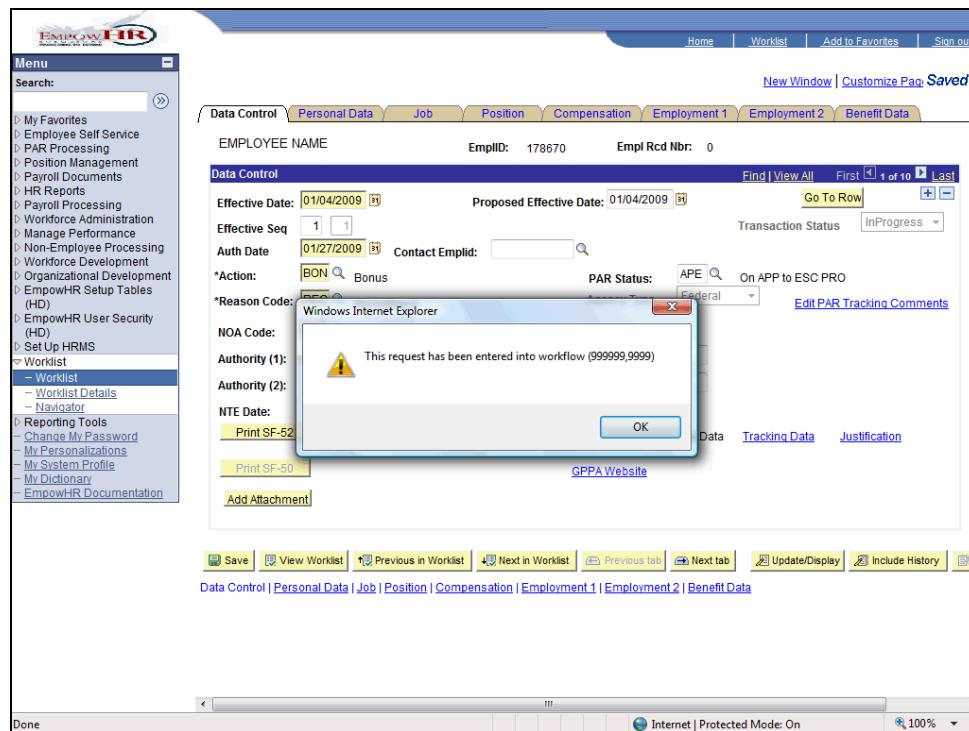
Step	Action
8.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
9.	Click the <b>OK</b> button. 

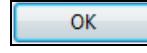
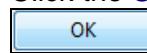
The screenshot shows the EmpowHR Data Control interface. The left sidebar menu includes options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main form displays the following details:

- EMPLOYEE NAME:** [Redacted]
- EmplID:** 178670
- Empl Rcd Nbr:** 0
- Data Control:** Effective Date: 01/04/2009, Proposed Effective Date: 01/04/2009, Go To Row
- Effective Seq:** 1 / 1
- Auth Date:** 01/27/2009, Contact Emplid: [Redacted]
- Action:** BON (Bonus)
- PAR Status:** APE (On APP to ESC PRO)
- \*Reason Code:** REC (Recruitment)
- Agency Type:** Federal
- NOA Code:** 815 (Recruitment Bonus)
- Authority (1):** VPT (AGENCY CITE)
- Authority (2):** [Redacted]
- NTE Date:** [Redacted] PAR Request # [Redacted]
- Buttons:** Print SF-52, Print SF-50, GPPA Website, Add Attachment
- Links:** PAR Remarks, Award Data, Tracking Data, Justification
- Toolbar:** Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History
- Page Footer:** Done, Internet | Protected Mode: On, 100%

Step	Action
10.	Click the <b>Save</b> button.  



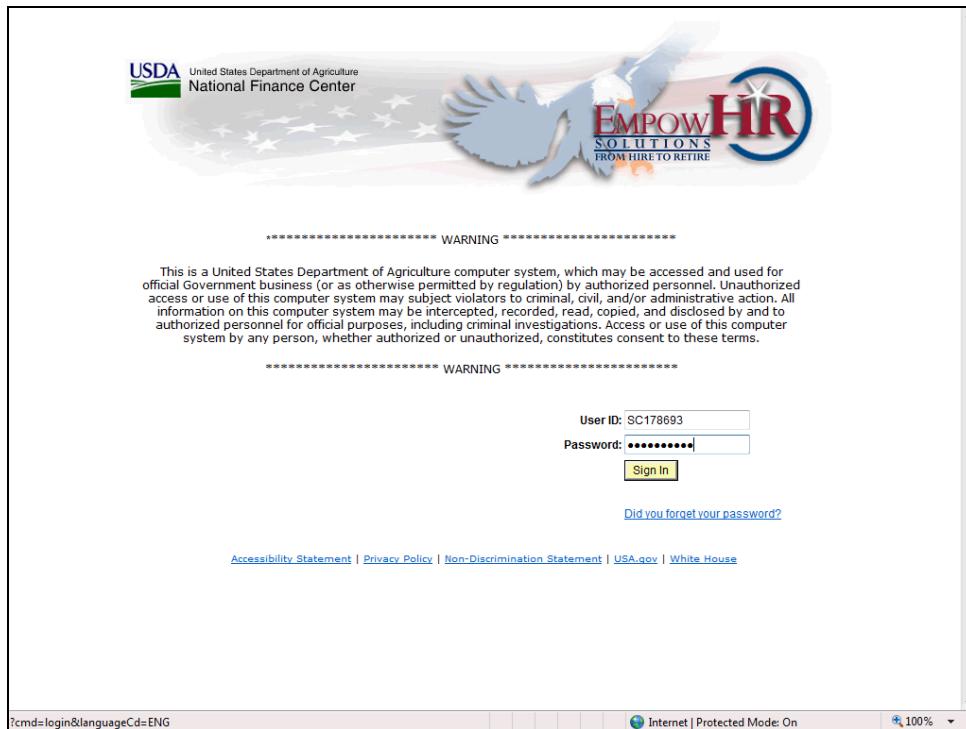
Step	Action
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface for Employee PAR Processing. The main form includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Employee Name (EmplID: 178670), and various status indicators. A sidebar menu on the left includes sections like My Favorites, PAR Processing, HR Processing, Position Management, and Reporting Tools.

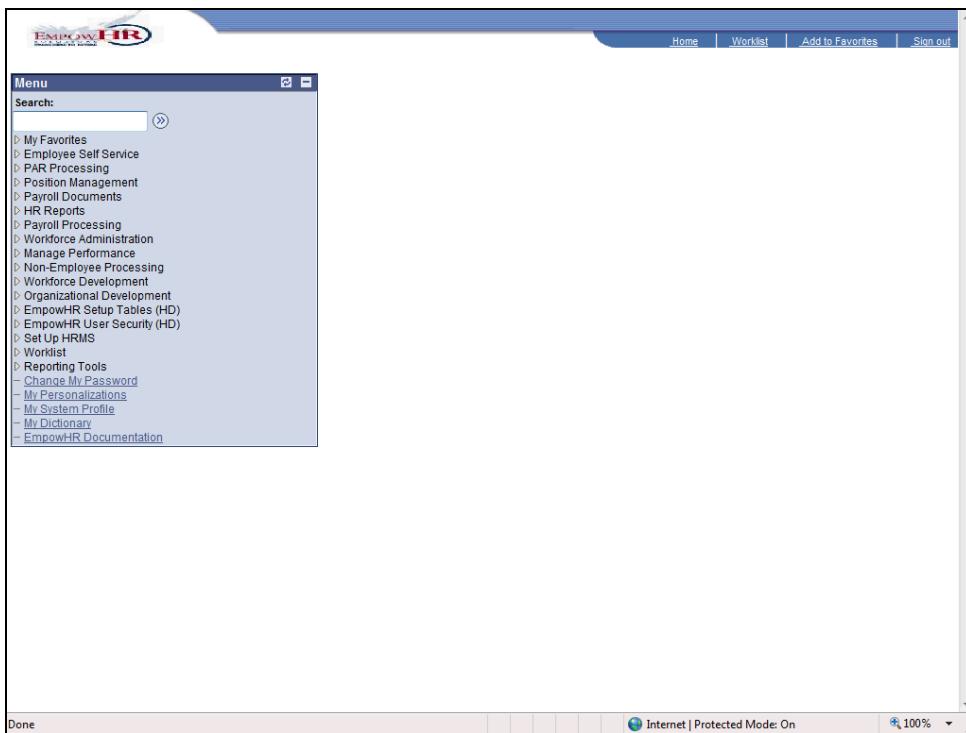
Step	Action
13.	Click the <b>Sign out</b> link.  <b>Sign out</b>
14.	This completes <b>Approving a Bonus.</b> <b>End of Procedure.</b>

## Processing a Bonus

This topic demonstrates processing a bonus.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>Worklist</b> link.  <a href="#">Worklist</a>

The screenshot shows the EmpowHR Worklist interface. The left sidebar menu is expanded, showing various HR modules like Payroll Processing, Position Management, and Reporting Tools. The main content area displays a "Worklist for SC178693: SANDRA T CHAMBERS". A table titled "Worklist" lists two items:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Priority	Link
ANDERSON, CONSTANCE B	01/14/2009	Approver Approved	GPOPAR ESC PROCESSOR	01/04/2009	LP08030000000000000000	0.2	<a href="#">LP_0.2 from</a>
DEBORAH DRUITT	01/27/2009	Approver Approved	GPOPAR ESC PROCESSOR	01/04/2009	LP08000000000000000000	200	<a href="#">LP_200</a>

At the bottom of the page, there is a status bar with "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

Step	Action
3.	Click the scrollbar.
4.	Click the <b>LP, LP, EMPLOYEE NAME, 178670, 0, 2009-01-04, 11, Recruitment</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">LP, LP, EMPLOYEE NAME 178670, 0, 2009-01-04, 11, Recruitment</a> </div>

Step	Action
5.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows a software application window titled "EMPOWHR". On the left is a vertical menu bar with the following items:

- My Favorites
- Employee Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Workforce Administration
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

The "Worklist" item is currently selected and expanded, showing three sub-options: "Worklist", "Worklist Details", and "Navigator".

At the top right of the main area, there are links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below these are "New Window" and "https" links.

**Search Results**

View All First [4] 1-3 of 3 Last

Work-in-Progress	Status	Short Description
CAN	Cancelled	
PRO	Processed	
REA	ESC RTN	

At the bottom of the window, there is a status bar with the text "javascript: submitAction\_win0(document.win0, '#[CRow1]');", "Internet | Protected Mode: On", and a zoom level indicator of "100%".

Step	Action		
6.	Click the <b>PRO</b> link.  <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">PRO</td> <td style="width: 50%;">Processed</td> </tr> </table>	PRO	Processed
PRO	Processed		

The screenshot shows the EmpowHR Data Control interface. The main title bar includes links for Home, Worklist, Add to Favorites, and Sign out. A menu bar at the top has tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The Data Control tab is active.

**EMPLOYEE NAME:** EmplID: 178670 Empl Rcd Nbr: 0

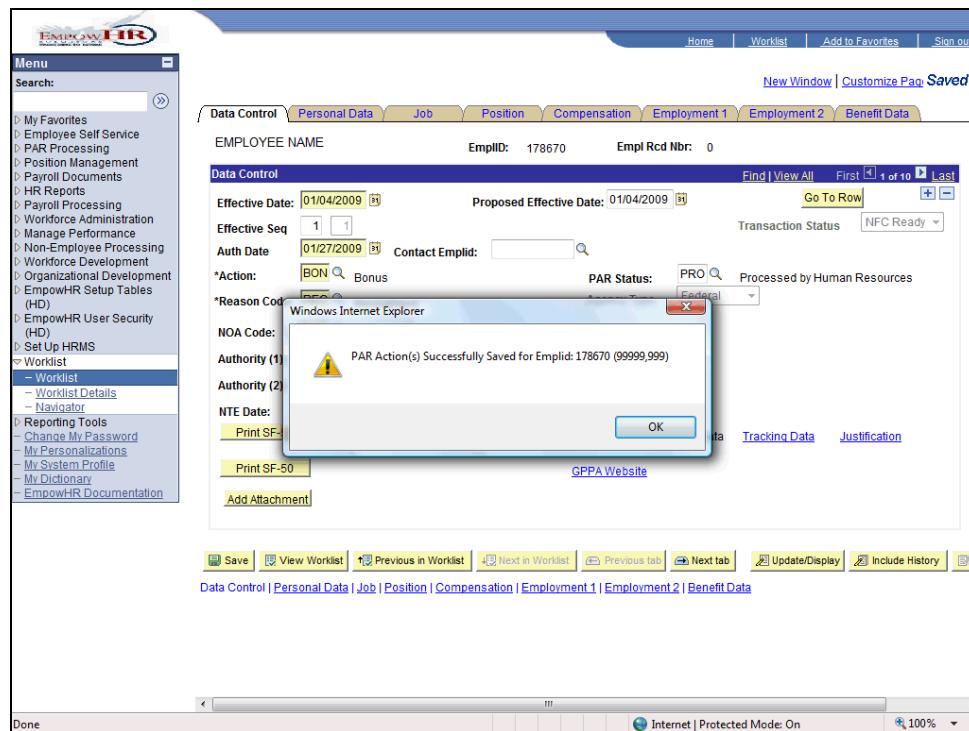
**Data Control:**

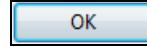
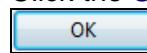
- Effective Date:** 01/04/2009
- Proposed Effective Date:** 01/04/2009
- Effective Seq:** 1 1
- Auth Date:** 01/27/2009
- Contact Emplid:** [Search]
- Transaction Status:** InProgress
- Action:** BON Bonus
- PAR Status:** PRO Processed by Human Resources
- \*Reason Code:** REC Recruitment
- Agency Type:** Federal
- NOA Code:** 815 Recruitment Bonus
- Authority (1):** VPT AGENCY CITE
- Authority (2):** [Search]
- NTE Date:** [Search]
- PAR Request #:** [Search]
- Buttons:** Print SF-52, Print SF-50, GPPA Website, Add Attachment

**Navigation:** Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, Print, Refresh, Done.

**Links:** Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Step	Action
7.	Click the <b>Save</b> button.  



Step	Action
8.	Click the <b>OK</b> button. 
9.	Click the <b>OK</b> button. 

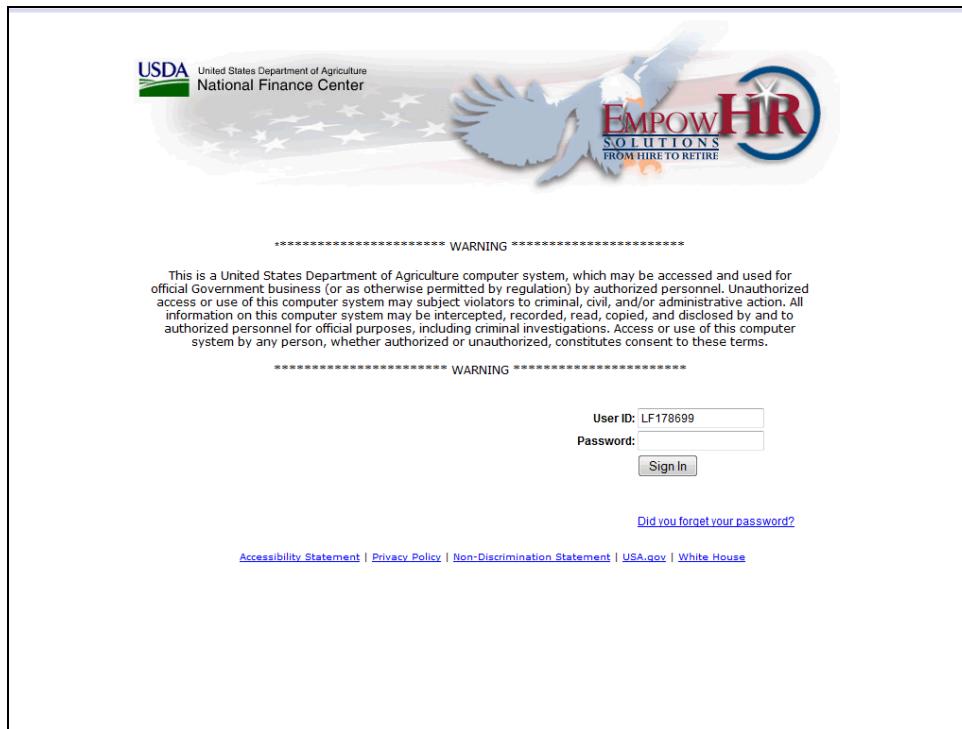
The screenshot shows the EmpowHR software interface. The left sidebar menu includes options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation. The main content area is titled 'Data Control' and shows fields for Employee Name (178670), Empl Rcd Nbr (0), Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Date (01/27/2009), Effective Seq (1), Contact Emplid, Action (BON Bonus), PAR Status (PRO Processed by Human Resources), Reason Code (REC Recruitment), Agency Type (Federal), NOA Code (815 Recruitment Bonus), Authority (1) (VPT AGENCY CITE), Authority (2), NTE Date, PAR Request #, and buttons for Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Add Attachment. Navigation buttons at the bottom include Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, and a browser status bar indicating Internet Protected Mode On.

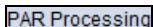
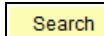
Step	Action
10.	Click the <b>Sign out</b> link.  
11.	This completes <b>Processing a Bonus.</b> <b>End of Procedure.</b>

## Lesson 3: ESC FEGLI Workflow

### Initiating a FEGLI

This topic demonstrates initiating a FEGLI in workflow.

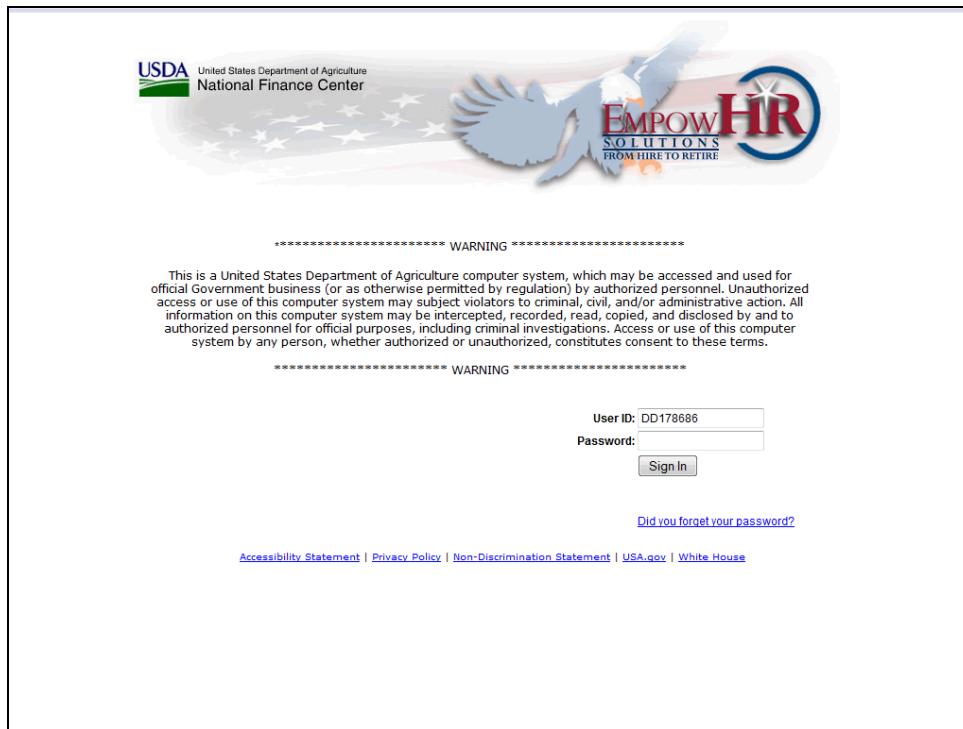


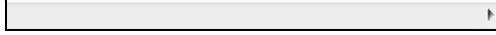
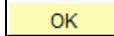
Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. 
3.	Click the <b>PAR Processing</b> link. 
4.	Click the <b>HR Processing</b> link. 
5.	Enter the desired information into the <b>EMPLID</b> field. Enter " <b>180023</b> ".
6.	Click the <b>Search</b> button. 
7.	Click the <b>Add a new row at row 1 (Alt+7)</b> graphic. 
8.	Enter the desired information into the field. Enter a valid value e.g. " <b>01042009</b> ".
9.	Press <b>[Tab]</b> .
10.	Click the <b>Look up Action (Alt+5)</b> graphic. 
11.	Click the <b>DTA</b> link. 

Step	Action
12.	Click the <b>Look up Reason Code (Alt+5)</b> graphic. 
13.	Click the <b>FEC</b> link.
14.	Click the <b>Look up NOA Code (Alt+5)</b> graphic. 
15.	Click the <b>FEGLI Change</b> link.
16.	Click the <b>Look up Authority (1) (Alt+5)</b> graphic. 
17.	Click the <b>5 U.S.C. CHAPTER 87</b> link.
18.	Click the <b>Benefit Data</b> link. 
19.	Click the <b>Look up FEGLI Code (Alt+5)</b> graphic. 
20.	Click the <b>Basic+A</b> link. 
21.	Click the <b>Scroll Bar</b> .
22.	Click the <b>Save</b> button. 
23.	Click the <b>OK</b> button. 
24.	Click the <b>OK</b> button. 
25.	Click the <b>Sign out</b> link. 
26.	This completes initiating a <b>FEGLI</b> in workflow. <b>End of Procedure.</b>

## Approving a FEGLI

This topic demonstrates approving a FEGLI.



Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. 
3.	Click the <b>Worklist</b> link. 
4.	Click the <b>Scroll Bar</b> . 
5.	Click the <b>LP, LP, EMPLOYEE NAME , 180023, 0, 2009-01-04, 11, Other</b> link. 
6.	Click the <b>Look up (Alt+5)</b> graphic. 
7.	Click the <b>ESC APP</b> link. 
8.	Enter the desired information into the <b>Main Content</b> field. Enter a valid value e.g. " <b>TEST</b> ".
9.	Click the <b>OK</b> button. 

Step	Action
10.	Click the <b>Save</b> button. 
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button. 
13.	<b>Sign Out.</b>
14.	This completes Approving a <b>FEGLI</b> . <b>End of Procedure.</b>

## Processing a FEGLI

This topic demonstrates processing a FEGLI.

\*\*\*\*\* WARNING \*\*\*\*\*

This is a United States Department of Agriculture computer system, which may be accessed and used for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

\*\*\*\*\* WARNING \*\*\*\*\*

User ID:	SC178693
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	

[Did you forget your password?](#)

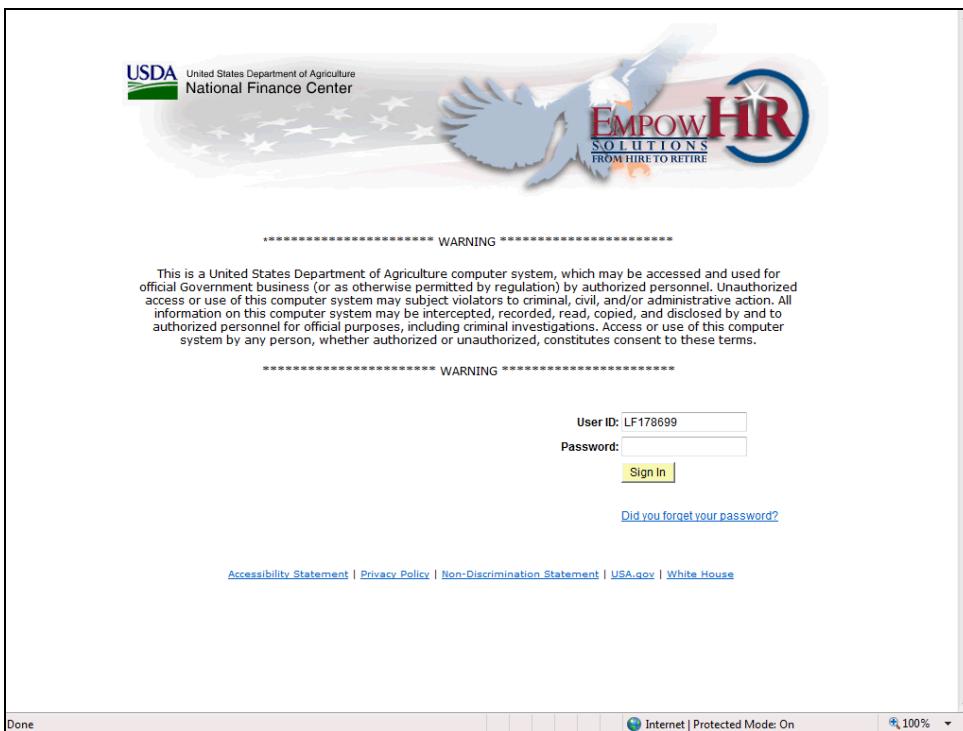
[Accessibility Statement](#) | 
 [Privacy Policy](#) | 
 [Non-Discrimination Statement](#) | 
 [USA.gov](#) | 
 [White House](#)

Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. 
3.	Click the <b>Worklist</b> link. 
4.	Click the <b>Scroll Bar</b> . 
5.	Click the <b>LP, LP, EMPLOYEE NAME, 180023, 0, 2009-01-04, 11, FEGLI Chg</b> link. 
6.	Click the <b>Look up (Alt+5)</b> graphic. 
7.	Click the <b>Processed</b> link. 
8.	Click the <b>Save</b> button. 
9.	Click the <b>OK</b> button. 
10.	Click the <b>OK</b> button. 
11.	Click the <b>Sign out</b> link. 
12.	This completes <b>Processing a FEGLI</b> . <b>End of Procedure.</b>

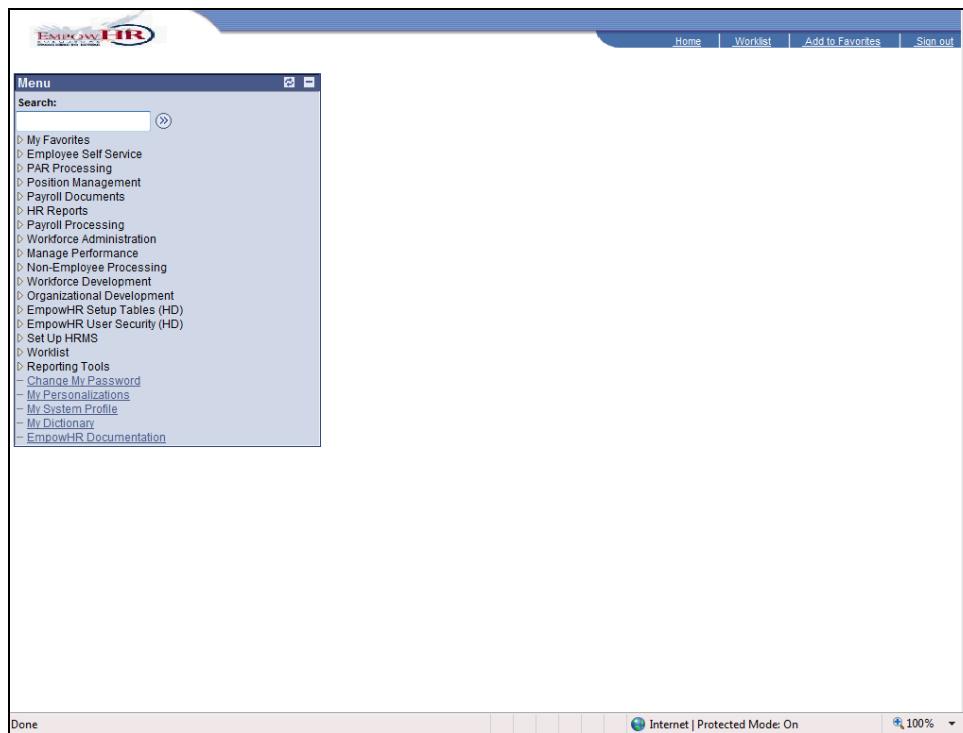
## Lesson 4: CON Suspension Workflow

### Initiating a Suspension

This topic demonstrates initiating a suspension.



Step	Action
1.	Click the <b>Sign In</b> button. 



Step	Action
2.	Click the <b>PAR Processing</b> link.  <a href="#">▷ PAR Processing</a>
3.	Click the <b>HR Processing</b> link.  <a href="#">HR Processing</a>

**HR Processing USF**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmpID: begins with   
 Empl Rcd Nbr: =   
 Name: begins with   
 Last Name: begins with   
 Social Security Number: =   
 Sub-Agency: begins with

Include History  Correct History  Case Sensitive

**Search** **Clear** **Basic Search** **Save Search Criteria**

Done

Step	Action
4.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value e.g. " <b>McKen</b> ".
5.	Click the <b>Search</b> button. <b>Search</b>
6.	Click the <b>DONNE MCKENZIE</b> link.

The screenshot shows the EMPOWHR Data Control interface. The left sidebar contains a navigation menu with various HR modules like My Favorites, Employee Self Service, PAR Processing, Position Management, etc. The main form is titled 'Data Control' and shows details for Employee ID 178643. The 'Action' field is set to 'Transfer'. Other fields include 'Effective Date' (09/28/2008), 'Auth Date' (09/26/2008), 'NOA Code' (721), 'Authority (1)' (N2M), 'Authority (2)', 'NTE Date', and 'PAR Request #'. Buttons for 'Print SF-52' and 'Print SF-50' are visible. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%'.

Step	Action
7.	Click the <b>Add a new row at row 1 (Alt+7)</b> button. 
8.	Employee Name will appear in this location on all pages.
9.	Enter the desired information into the <b>Effective Date</b> field. Enter a valid value e.g. " <b>01042009</b> ".
10.	Press <b>[Tab]</b> .
11.	Click the <b>Look up Action (Alt+5)</b> button. 

The screenshot shows a web-based application interface for 'Look Up Action'. On the left is a vertical navigation menu with sections like 'My Favorites', 'Employee Self Service', 'PAR Processing', 'HR Processing', 'Position Management', 'Payroll Documents', 'HR Reports', 'Payroll Processing', 'Workforce Administration', 'Manage Performance', 'Non-Employee Processing', 'Workforce Development', 'Organizational Development', 'EmpowHR Setup Tables (HD)', 'EmpowHR User Security (HD)', 'Set Up HRMS', 'Worklist', 'Reporting Tools', and 'My Personalizations'. The 'HR Processing' section is expanded, showing sub-options such as 'Hire Employee', 'Update Reports To', 'Mass Reports to Update', 'Address Processing', 'Adjudication Information', 'Update Applied Action', 'Correct Applied Action', 'Cancel Applied Action', 'Create New Oqid', 'Employee Password Reset', 'Mass Actions', 'Departmental Transfer', 'Employee Security Clearance', 'Position Management', 'Payroll Documents', 'HR Reports', 'Payroll Processing', 'Workforce Administration', 'Manage Performance', 'Non-Employee Processing', 'Workforce Development', 'Organizational Development', 'EmpowHR Setup Tables (HD)', 'EmpowHR User Security (HD)', 'Set Up HRMS', 'Worklist', 'Reporting Tools', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'EmpowHR Documentation'. The main content area is titled 'Look Up Action' and contains a search bar with the placeholder 'Action: begins with' and a dropdown menu. Below the search bar are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. A table titled 'Search Results' lists 38 items, each with columns for 'Agency', 'Type', 'Action', 'Translate', and 'Long Name'. The first few entries are: Federal ADD Add Non-Employee, Federal ASC Int'l Assignment Completion, Federal ASG Int'l Assignment, Federal AWD Award, Federal BNP Beginning of the Notice Period, Federal BON Bonus, Federal CAM CAMS Only, Federal COM Completion, Federal CTY For County, Federal DEM Change to Lower Grade, Federal DET Detail, Federal DTA Data Change, Federal EDT End of Detail, Federal EXT Extension of NTE Date, Federal HIR Hire, Federal LOA Leave without Pay, Federal LOF Furlough, Federal MSC Miscellaneous, Federal NAM Name Chg from, Federal NFC NFC Action, Federal PAY Pay Rate Change, Federal POS Position Change, Federal PRO Promotion, Federal PSF Change of Pay System, Federal REH Rehire, Federal RES Resignation, and Federal RET Retirement. At the bottom of the page, there are links for 'Internet | Protected Mode: On' and a zoom control set at 100%.

Step	Action
12.	Click the <b>DET</b> link.  <span style="border: 1px solid blue; padding: 2px;"><a href="#">Federal</a>    <a href="#">DET</a>    <a href="#">Detail</a></span>

Step	Action
13.	Click the <b>Look up Reason Code (Alt+5)</b> button. 

Agency Type	Action Reason Code	Description
Federal	DET 120	Less than 120 days
Federal	DET CRN	Developmental Assignment
Federal	DET IPA	Intergovernmental Personnel Ac
Federal	DET SPP	Special Project
Federal	DET TER	Termination of Detail NTE
Federal	DET WKL	Work Load

Step	Action
14.	Click the <b>DET</b> link.

Step	Action
15.	Click the <b>Look up NOA Code (Alt+5)</b> button. 

**Look Up NOA Code**

Agency Type: Federal  
Action: DET  
Nature of Action Code: begins with

Look Up | Clear | Cancel | [Basic Lookup](#)

**Search Results**  
View All First  1-3 of 3 Last

Nature of Action Code Description - Part 1 Description - Part 2		
730	DETAIL NTE	(blank)
922	DETAIL NTE	(blank)
924	TERM OF DETAIL	(blank)

Internet | Protected Mode: On | 100% | [New Window](#)

Step	Action
16.	Click the <b>730</b> link.

The screenshot shows the EmpowHR software interface. The left sidebar contains a navigation menu with various HR-related options. The main area is titled "Data Control" and displays a form for a PAR Request. The form includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), EmplID (178643), and Empl Rcd Nbr (0). Other visible fields include Auth Date (02/03/2009), Contact EmplID, Transaction Status (InProgress), Action (DET), PAR Status (INI), Reason Code (TER), NOA Code (T30), Agency Type (Federal), Authority (1) and Authority (2) dropdowns, and NTE Date. Buttons for Print SF-52, Print SF-50, and Add Attachment are present. At the bottom, there are links for PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website, and Save/Return to Search.

Step	Action
17.	Click the <b>Look up Authority (1) (Alt+5)</b> button. 

The screenshot shows a web-based application interface for HR management. On the left, there is a vertical navigation menu titled "Menu" with various categories like "My Favorites", "Employee Self Service", "PAR Processing", "HR Processing", "Position Management", etc. The "HR Processing" category is currently selected. In the center, a search form titled "Look Up Authority (1)" is displayed. It includes a search input field labeled "Legal Authority Code: begins with" and several buttons: "Look Up", "Clear", "Cancel", and "Basic Lookup". Below the search form, a section titled "Search Results" shows a single result: "Legal Authority Code Description - Part 1 Description - Part 2" followed by the code "NYM" and description "REG 334.101 (blank)". At the bottom of the page, there are browser status icons and a zoom level indicator of "100%".

Step	Action
18.	Click the <b>NYM</b> link.

**Data Control**

Effective Date: 01/04/2009      Proposed Effective Date: 01/04/2009      Go To Row

Auth Date: 02/03/2009      Contact EmplId:

Action: DET       PAR Status: INI  Initiated

\*Reason Code: TER  Termination of Detail NTE

NOA Code: 730  DETAIL NTE

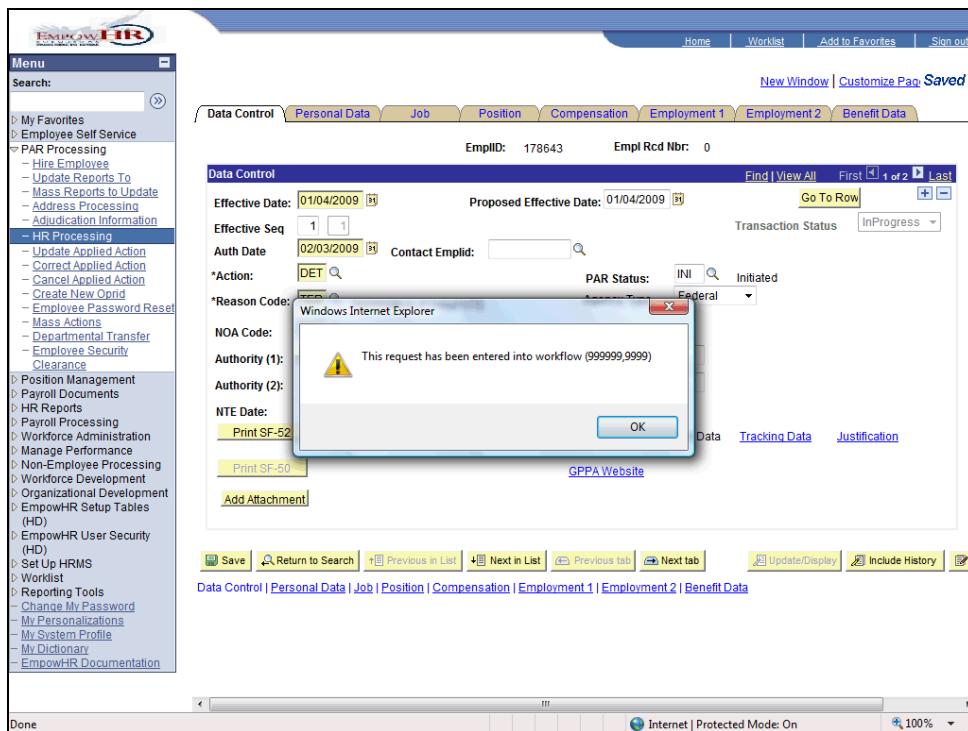
Authority (1): NYM  Reg 334.101

Authority (2):

NTE Date:  PAR Request #

Done

Step	Action
19.	Click the <b>Save</b> button.  



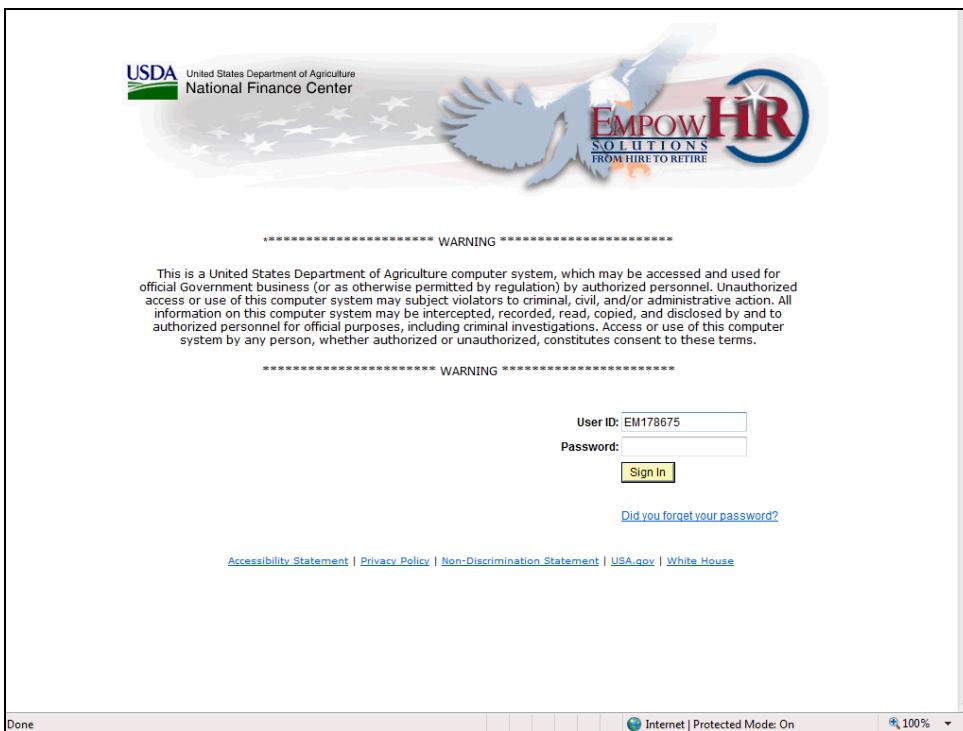
Step	Action
20.	Click the <b>OK</b> button. 
21.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with sections like My Favorites, Employee Self Service, PAR Processing, HR Processing, Position Management, etc. The main window is titled 'Data Control' and shows a form for initiating a suspension. The form includes fields for Effective Date (01/04/2009), Proposed Effective Date (01/04/2009), Auth Seq (1), NOA Code (730), Authority (1) (NYM), and Authority (2). It also has sections for NTE Date, PAR Request #, and various buttons like Print SF-52, Print SF-50, and Add Attachment. At the bottom, there are links for Save, Return to Search, and several tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data.

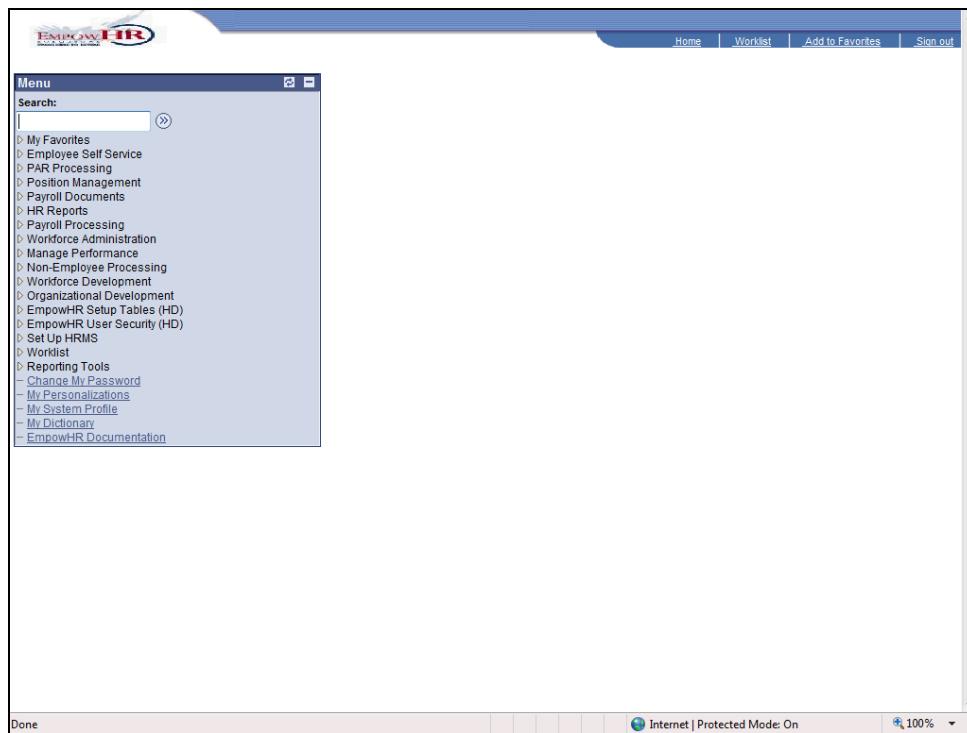
Step	Action
22.	Click the <b>Sign out</b> link.  <b>Sign out</b>
23.	This completes <b>Initiating a Suspension</b> . <b>End of Procedure.</b>

## Approving a Suspension

This topic demonstrates approving a suspension.



Step	Action
1.	Enter the desired information into the <b>Password:</b> field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button.  <b>Sign In</b>



Step	Action
3.	Click the <b>Worklist</b> link.  <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none; font-weight: bold;">Worklist</a>

The screenshot shows a web-based application interface for EMPOWHR. The left sidebar contains a navigation menu with various links such as My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, and Worklist. Under Worklist, there are sub-links for Worklist, Worklist Details, Navigator, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main content area is titled "Worklist for EM178675: NAME". It displays a table of work items with columns: From, Date From, Work Item, Worked By Activity, Proposed Effective Date, Org Structure, Priority, and Link. The table lists several entries, each with a blue link in the "Link" column. The first entry is Erica Underdown on 01/07/2009, followed by Annie Wright, Erica Underdown again, Shirley Garner, Shirley Garner again, Linda Fykes, Linda Fykes again, Linda Fykes again, Linda Fykes again, and Linda Fykes again. The "Link" column for the first entry shows "LP, LP, Employee Name 178643, 0, 2009-01-04, 11, Promotion".

Step	Action
4.	Click the scrollbar.
5.	Click the scrollbar.
6.	Click the <b>LP, LP, EMPLOYEE NAME, 178643, 0, 2009-01-04, 11, Promotion</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">LP, LP, Employee Name 178643, 0, 2009-01-04, 11, Promotion</a> </div>

Step	Action
7.	Click the <b>Look up (Alt+5)</b> button. 

The screenshot shows the EmpowHR software interface. On the left is a vertical menu bar with various options like My Favorites, Employee Self Service, PAR Processing, etc. A sub-menu for 'Worklist' is open, showing 'Worklist', 'Worklist Details', and 'Navigator'. Below the menu is a search results table titled 'Search Results'.

Work-in-Progress Status	Short Description
APC	<a href="#">CON APP</a>
RAC	<a href="#">CON RTN</a>

At the bottom of the screen, there is a toolbar with icons for Internet, Protected Mode, and a zoom level of 100%.

Step	Action
8.	Click the <b>APC</b> link.  <span style="border: 1px solid #ccc; padding: 2px;"><a href="#">APC</a>      <a href="#">CON APP</a></span>

The screenshot shows a web-based application interface for 'PAR Tracking Data'. On the left is a vertical navigation menu with items like 'My Favorites', 'Employee Self Service', 'PAR Processing', etc., and a 'Worklist' section which is currently selected. The main content area displays a tracking record for an employee with EmplID 178643. The record details an action taken on 01/04/2009, transaction number 11, with an 'In Progress' status. The reason for the action is 'TER Termination of Detail NTE', and the NOA code is '730 DETAIL NTE'. Below this, there are two tables for tracking comments. The first table has one row with Track Seq# 2, Action Taken 02/03/2009, PAR Status APC, User ID EM178675, and NAME. The second table has one row with Track Seq# 1, Action Taken 02/03/2009, PAR Status INI, User ID LF178699, and NAME. Both tables have 'Comments:' columns containing detailed log entries. At the bottom of the page are 'OK' and 'Cancel' buttons.

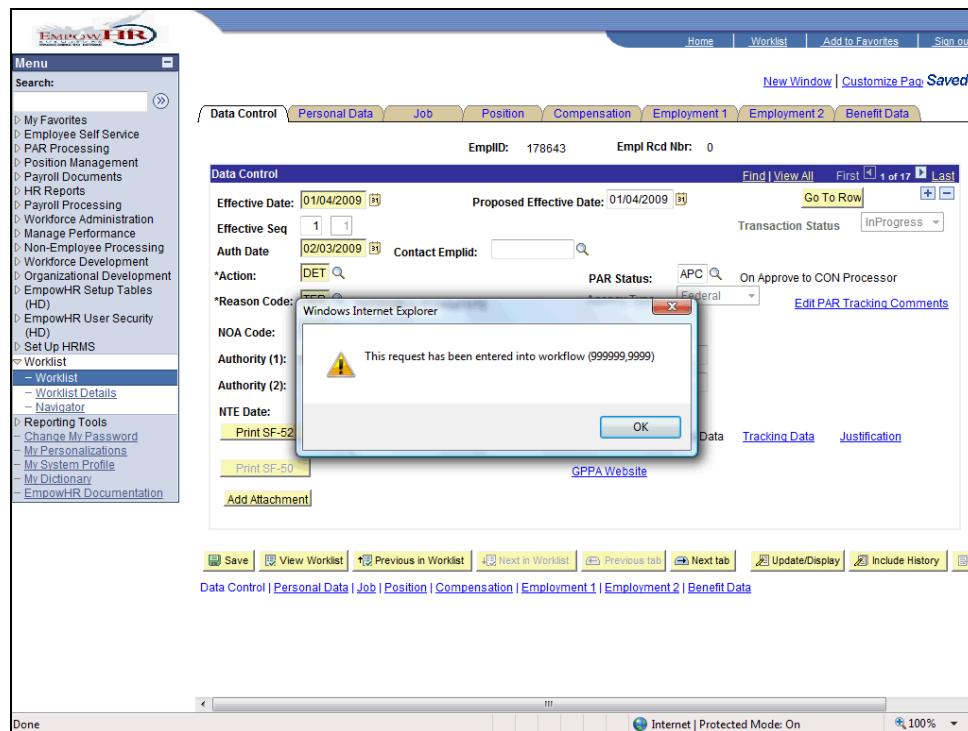
Step	Action
9.	Enter the desired information into the <b>Comments</b> field. Enter a valid value e.g. " <b>TEST</b> ".
10.	Click the <b>OK</b> button. 

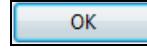
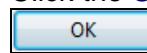
The screenshot shows the EmpowHR Data Control interface. The main title bar includes links for Home, Worklist, Add to Favorites, and Sign out. A menu bar at the top has tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The Data Control tab is active. The main content area displays a form for an employee with EmplID 178643 and Emplo Rcd Nbr 0. The form fields include:

- Effective Date:** 01/04/2009
- Proposed Effective Date:** 01/04/2009
- Effective Seq:** 1 / 1
- Auth Date:** 02/03/2009
- Contact Emplid:** [empty]
- Action:** DET
- PAR Status:** APC
- \*Reason Code:** TER
- NOA Code:** 730
- DETAIL NTE:** [empty]
- Authority (1):** NYM
- Reg 334.101:** [highlighted]
- Authority (2):** [empty]
- NTE Date:** [empty]
- PAR Request #:** [empty]
- Buttons:** Print SF-52, Print SF-50, GPPA Website, Add Attachment.
- Links:** PAR Remarks, Award Data, Tracking Data, Justification.

At the bottom of the form, there are buttons for Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, and Include History. Below the form, a status bar shows "Done" and "Internet | Protected Mode: On".

Step	Action
11.	Click the <b>Save</b> button.  



Step	Action
12.	Click the <b>OK</b> button. 
13.	Click the <b>OK</b> button. 

The screenshot shows the EmpowHR Data Control interface. The left sidebar menu includes options like My Favorites, Employee Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Payroll Processing, Workforce Administration, Manage Performance, Non-Employee Processing, Workforce Development, Organizational Development, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Worklist (selected), Worklist Details, Navigator, Reporting Tools, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Documentation.

The main form is titled "Data Control" and displays the following fields:

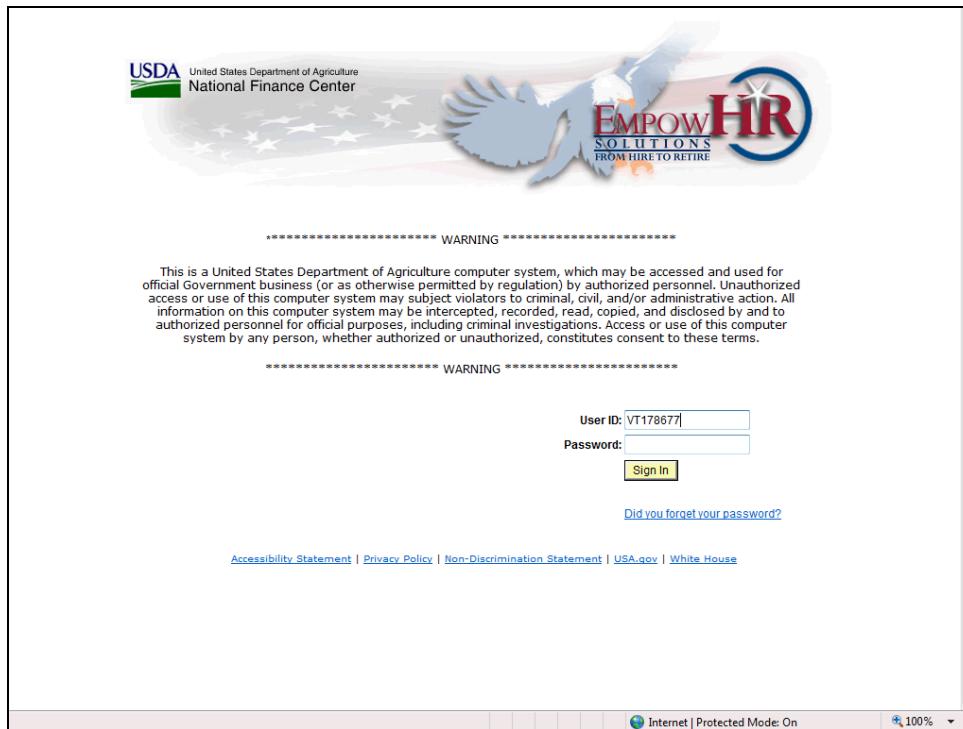
- EmplID:** 178643    **Empl Rcd Nbr:** 0
- Effective Date:** 01/04/2009    **Proposed Effective Date:** 01/04/2009
- Effective Seq:** 1    **Auth Date:** 02/03/2009
- Contact Emplid:** [Search]
- Action:** DET    **PAR Status:** APC
- \*Reason Code:** TER    **Termination of Detail NTE**
- NOA Code:** 730    **DETAIL NTE**
- Authority (1):** NYM    **Reg 334.101**
- Authority (2):** [Search]
- NTE Date:** [Search]    **PAR Request #:** [Search]
- Buttons:** Print SF-52, Print SF-50, Add Attachment, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website

At the bottom, there are navigation links: Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, Include History, and a Done button.

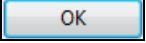
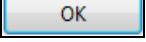
Step	Action
14.	Click the <b>Sign out</b> link.  <b>Sign out</b>
15.	This topic completes <b>Approving a Suspension</b> . <b>End of Procedure.</b>

## Processing a Suspension

This topic demonstrates processing a suspension.



Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. " <b>BLUEBIRD98</b> ".
2.	Click the <b>Sign In</b> button. 
3.	Click the <b>Worklist</b> link. 
4.	Click the <b>Scroll Bar</b> .
5.	Click the <b>LP, LP, EMPLOYEE NAME, 178643, 0, 2009-01-04, 11, Termination o</b> link. 
6.	Click the <b>Look up (Alt+5)</b> graphic. 
7.	Click the <b>PRO</b> link. 
8.	Click the <b>Save</b> button. 
9.	Click the <b>OK</b> button. 

Step	Action
10.	Click the <b>3</b> link. 
11.	Click the <b>Save</b> button. 
12.	Click the <b>OK</b> button. 
13.	Click the <b>OK</b> button. 
14.	Click the <b>Sign out</b> link. 
15.	This completes <b>Processing a Suspension</b> . <b>End of Procedure.</b>